



WINNIPESAUKEE H.O.G #2529

DIRECTOR RESPONSIBILITIES

- **Reports directly to Chapter Manager and Dealer GM**
- **Works with the sponsoring dealer to uphold the Annual Charter for Winnepesaukee H.O.G. #2529 and H.O.G. operating policies**
- **Works with Chapter Manager for the administration and implementation of the Winnepesaukee H.O.G. #2529 chapter and the Harley Owners Group policies and procedures.**
- **Works with Chapter Manager to insure Annual H.O.G. Officer Position changes are input on Winnepesaukee H.O.G. chapter information page located on H.O.G. website as well as the Dealer and Chapter Website**
- **Ensures Winnepesaukee H.O.G. #2529 complies with all corporate, state and federal tax filing requirements. Working with the Treasurer and Secretary**
- **Conducts chapter meetings in an organized, informative and fun manner. keeping meetings short during the riding months. Recommend ½ hour meeting during riding season. No more than an hour during non-event, off season meetings.**
- **Works with Chapter Manager to coordinate and explain officer, Coordinator's responsibilities, prior to them stepping into the position.**
- **Ensures that risk management requirements set forth by the Chapter Insurance program, including procurement of necessary Corporate H.O.G. release forms, are met for all chapter activities**
- **Verifies that chapter T-shirt and merchandise guidelines are followed**
- **Ensures that all trademark requirements are met**
- **Ensures that all merchandise orders are supplied to the sponsoring dealer**
- **Ensures that Chapter Officer News is available to all fellow officers.**
- **Works with Chapter Manager and Sponsoring Dealership to encourage chapter members to assist in Dealership events whenever possible.**
- **Ensures that all members are informed and understand the Dealership "More Than Rewards" program included in their membership.**
- **Meets with Dealership General Manager, Chapter Manager and Assistant Director Monthly prior to chapter meeting**

And any other requests from Chapter Manager and Sponsoring Dealer General Manager

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