



WINNIPESAUKEE H.O.G #2529

WEBMASTER RESPONSIBILITIES

- **Reports directly to Chapter Manager and Director**
- **Authors, edits and updates the chapter website as well as other social media.**
- **Follow all Internet guidelines in Tab H of Chapter Handbook**
- **Follows all Federal, State, City and Sponsoring Dealer laws/rules**
- **Presents any potential website information or changes to Chapter Manager for Sponsoring Dealers approval.**
- **Discuss and submit items for the Dealership Website, including but not limited to Officer Changes, Winnepesaukee #2529 H.O.G. Event and Ride Schedule.**
- **Works with chapter Editor to ensure the same information is being communicated to chapter members and does not rely on the Internet as sole means of chapter communication**
- **Organizes and assembles electronic information for the chapter**
- **Submits chapter suggestions to H.O.G. Chapter Officer News® once approved by Chapter Manager.**
- **Keeps Chapter Activates up to date under the events/rides drop down on the Website and any other social media.**
- **Promotes H.O.G.'s fun, family-oriented philosophy "Ride and have Fun" in all Website Material.**
- **Acts as caretaker for chapter by protecting personal chapter member and/or private chapter information on chapter website or other social media. SEE Marketing & Media (Tab H)**
- **Submits chapter website to H.O.G. for listing on members.hog.com and the H-D dealer locator**

NOTE: A couple of photographers cannot possibly cover all rides and events. The lead Road Captain, or any officer present, can ask for volunteers to take photos on a ride or event if any of the official photographers are unable to attend.

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

RIDE SAFE RIDE OFTEN AND LEAD BY EXAMPLE.

12/20/2018 Rick Bassett

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