



WINNIPESAUKEE H.O.G #2529

## **SECRETARY RESPONSIBILITIES**

- **Reports to Chapter Manager and Director**
- **Assists Sponsoring Dealer GM, Chapter Manager and Director in Winnepesaukee H.O.G. #2529 Charter.**
- **Oversees the administrative needs of chapter.**
  - **Keeps minutes of all chapter meetings**
  - **Ensures that all Insurance requirements are met**
  - **Forwards meeting minutes to Chapter Manager, Director and Webmaster in a timely fashion.**
- **Maintain Winnepesaukee H.O.G. #2529 Annual Membership Form and Release Forms. Updates as necessary and keeps current, dated copy on file. Ensure the correct Membership Officer contact is up to date on the current forms. Submit the Updated Forms to Chapter Manager and Webmaster.**
- **Obtains and files all chapter meeting, rides and events attendance sheets and sends copies Via Email to Chapter Manager so that "More Than Reward" points can be input into the system.**
- **Three Ring Binder with MTR Document as first page, then a copy of the attendance sheets, to be kept in Chapter Storage Room**
- **Submits annually all Corporate, State and Federal forms to insure chapter is up to date with IRS ETC...**
- **Files copies of town document that allows 50/50 raffles during chapter meetings and events at the 239 Daniel Webster Highway, Meredith, NH 03253 Location.**
- **Ensures that all Chapter files and documents are backed up on a thumb drive regularly to prevent loss.**
- **Ensures that Chapter Handbook is on display at the officers table during meetings.**
- **Insures that Director Gavel and pad are at head table to keep meetings organized, on time, and fun.**

3

*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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