



# POSITION DESCRIPTION GOLD COAST H.O.G. CHAPTER INC

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**Position:** Director

**Reporting to:** Dealer Principal

**Specific Officer Role:**

- Assist and support the dealership & Dealer Principal as required to uphold the “Annual Licence for H.O.G.™ Chapters” and H.O.G.™ operating policies
- Assume overall responsibility for the administration of the H.O.G.™ chapter and implementation of Harley Owners Group policies
- Execute annual H.O.G.™ Chapter Licence Application and ensure it is received in H.O.G. office by 31 December
- Mentoring and ensure participation and inclusion of chapter members for all chapter activities and the overall wellbeing of the chapter
- Coordinates and ensure officer duties are completed
- Chair committee meetings and other designated official meetings as required
- Approves outward member and public communications including media releases aligned with H.O.G.™ AU Chapter handbook guidelines
- Works to develop an overarching chapter business continuity plan

**Specific Key Skills:**

- High level of conflict resolution skills
- Computer proficient including email and office applications
- Comprehensive understanding of the H.O.G.™ Chapter Handbook guidelines and Rules of Australian Association
- Strong written and verbal communication skills
- Ability to listen with an unbiased disposition and a high level of professional integrity
- Good understanding of the legal compliance and reporting requirements of a not for profit business and incorporated association

**Common Officer Roles:**

- Work with all committee members to ensure a healthy and well-balanced chapter moral is maintained by identifying and understanding conflict situations, dispelling rumours, employing and promoting positive coordinated communications, and maintaining a high level of professional integrity
- Abide by the Club Media Policies
- Follow a Fair Treatment process with all members
- Ensure committee business, discussions and communications remain confidential and ensure only communications approved by the Director or Secretary are sent out to members
- Promote H.O.G.™ and H.O.G.™ membership including the Harley-Davidson® motorcycle brand and Gold Coast Harley-Davidson®
- Identify new Chapter fundraising streams and opportunities

**Contribute to the chapter by:**

- Acting in a safe, effective and efficient manner taking a pro-active approach to safety
- Utilising your skills and knowledge to provide a service to the chapter
- Act with integrity showing respect and inclusiveness towards all members.
- Recognise the work and strength of others

<b>Member Signature</b>	<b>Date</b>	<b>Directors Signature</b>
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