



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

Position: Historian

Reporting to: Director / Primary Officers

Specific Officer Role:

- Assist and support the dealership
- Provides content for the 4 publications to members – Spring, Summer, Autumn and Winter editions
- Records the ongoing history of the chapter creating archives for use by future committees
- Work closely with the Activities Officer, Editor, Photographer and Webmaster to ensure the chapters continuing history is captured.
- Assist with other additional publications or flyers as required

Specific Key Skills:

- Computer proficient including office applications & creative publications
- Strong written and verbal communication skills
- Ability to listen with and un biased disposition and high level of professional integrity
- Have a good understanding and be familiar with the Chapter Handbook with respect to use of H.O.G.™ trademarks

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 hi 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 to members sent out
- 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

Member Signature	Date	Directors Signature
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