



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

Position: LOH Officer

Reporting to: Director / Primary Officers

Specific Officer Role:

- Assist and support the dealership
- Leads the planning of monthly LOH rides and activities
- Liaise with the Activities Officer to plan logistics support for rides where required
- Allocates / nominates Road Captains and Safety Officers to support LOH rides
- Complete ride registrations and conduct ride lotto for each ride/event.
- Work with members and officers to research, plan and deliver new ride & event ideas
- Promote LOH participation and mentor new LOH members / riders

Specific Key Skills:

- Confident Rider with a strong understanding of rider safety and first aid
- Strong organisational skills
- Strong written and verbal communication skills
- Ability to listen with an unbiased disposition and high level of professional integrity
- Have a good understanding and be familiar with the Chapter Handbook

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 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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