



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

Position: Membership Officer

Reporting to: Director / Primary Officers

Specific Officer Role:

- Assist and support the dealership
- Manage the Member Jungle rolling memberships & monitor renewals.
- Provide current membership report including upcoming renewals.
- Ensures new members are current H.O.G.™ members
- Manage new member applications encouraging enrolment via member jungle where possible and enter into Member Jungle all paper-based membership forms. Ensure
- All new membership applications are approved by the Committee.
- Ensure members paying cash for renewals receive a receipt with funds banked and Treasurer notified.
- Ensure all new members complete a safety induction and new members ride prior attending chapter approved rides.
- Issue new members the Chapter Rocker at satisfactory completion of inductions.
- Ensure understanding that Life Membership are only recognised as national designations.

Specific Key Skills:

- Computer proficient including email and office applications.
- 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 Rules of association & 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 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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