



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

---

**Position:** Merchandise Officer

**Reporting to:** Director / Primary Officers

**Specific Officer Role:**

- Assist and support the dealership.
- Supply assorted club merchandise and assorted goods to suit a range of demographics
- Ensures that all trademark requirements are met as outlined in the Chapter Handbook
- Conduct continual research for creative and new merchandise that will enhance and support the chapters individual identity
- Endeavour to provide affordable good value products always.
- Maintains in conjunction with the Treasurer clear financial records of incoming out outgoing funds.

**Specific Key Skills:**

- Computer proficient including office applications
- Have a good understand of retail merchandising, design and supply.
- 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
------------------	------	---------------------