



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

Position: Safety Officer

Reporting to: Director / Primary Officers

Specific Officer Role:

- Assist and support the dealership.
- Conduct pre-ride motorcycle checks and oversee all safety issues – (The Safety Officer has the power to refuse a rider to join the Chapter/LOH ride if safety is a concern within reason and should confer with Head Road Captain, LOH Officer, Director for final decision.)
- Assist and support LOH Officer and Head Road Captain for chapter approved rides.
- Attend new members to conduct safety briefs and assist Membership Officer.
- Research and arrange ongoing training and updates for all members on safe riding courses and continually promotes safe riding in the chapter
- Assist the Road Captain in informing chapter members of any hand signals used by the chapter.

Specific Key Skills:

- Confident Rider with a strong understanding of rider safety
- Must be Snr First Aid Qualified & current.
- 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 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

Member Signature	Date	Directors Signature
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