



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

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**Position:** Secretary

**Reporting to:** Director

**Specific Officer Role:**

- Assist and support the dealership liaising with the Director & Dealer Principal as required.
- Lead and oversee all administrative requirements for the chapter including minuting of official meetings
- Oversee and consolidate all correspondence and documents.
- Oversee compliance with H.O.G.™ requirements including emails, office administration and document management
- Manages annual chapter renewal process and submission H.O.G.™ forms.
- Work with Director to develop a chapter business plan

**Specific Key Skills:**

- high level of conflict resolution skill.
- Computer proficient including email and office applications.
- A comprehensive understanding of the H.O.G.™ Chapter Handbook and Rules of Association.
- Strong written and verbal communication skills
- Ability to listen with an unbiased disposition and high level of professional integrity
- Good understanding of the legal compliance and reporting requirements of a not for profit business and incorporated associations.

**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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