



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

Position: Treasurer

Reporting to: Director

Specific Officer Role:

- Assist and support the dealership liaising with the Director & Dealer Principal as required
- Manages all incoming and outgoing chapter funds.
- Oversee all legislative financial requirements including banking & ATO reporting
- Manage and prepare documentation required for annual financial audits.
- Report financials to committee and members
- Ensure that any charitable contributions are managed according to H.O.G. guidelines.
- Work closely with Director, Membership and Merchandise officers.

Specific Key Skills:

- High level of conflict resolution skills.
- Computer proficient including email, office applications & financial software.
- Good understanding of legislative requirements for Incorporated Associations.
- 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 association

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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