



## Membership Officer

### Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Ensures that chapter members have current national H.O.G. memberships
- Enrolls new members into chapter
- Administers annual chapter member renewal process
- Works with chapter secretary to ensure the annual Chapter Membership Enrollment Form and Release is on file for each member
- Maintain membership changes online in the Chapter Officer section of members.hog.com (requires internet accessibility)

### ⇒ See Also:

**The Charter** - Entire charter, especially Articles V, VI, XVI

**The Handbook** - Tabs B, D and F

### Important Deadlines

**Dec. 1** - Due date for first quarter chapter membership report changes

**Mar. 1** - Due date for second quarter chapter membership report changes

**June 1** - Due date for third quarter chapter membership report changes

**Sept. 1** - Due date for fourth quarter chapter membership report changes

**NOTE:** When maintaining your membership report in the Chapter Officer section of members.hog.com, you do not need to send change reports to the H.O.G. office.