



## Secretary

### Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Oversees the administrative needs of the chapter
  - Keeps minutes of all chapter meetings, including “Annual Chapter Business Meeting”
  - Ensures that all insurance requirements are met
- Oversees membership officer position to:
  - Ensure that chapter members have current national H.O.G. memberships
  - Enroll new chapter members
  - Administers annual chapter member renewal process
  - Ensure that the most current officer and chapter address information is on file with H.O.G.
  - Maintain annual Chapter Membership Enrollment Form and Release on file for each member
- Submits the following forms/reports to H.O.G.:
  - H.O.G. Chapter Charter Application (once a year, by January 31)
  - Other reports and forms as requested
- Obtains, files and maintains records of all insurance forms, including release and injury report forms
- Administers the annual chapter business meeting
- If chapter is incorporated, submits corporate state annual report to proper state office (or chapter attorney)

### ⇒ See Also:

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

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