



# **NENE VALLEY H.O.G. CHAPTER COMMITTEE HANDBOOK**

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## **CONTENTS**

- Page 2 - Chapter Officers and Committee meetings
- Page 3 - Committee meetings continued  
The AGM, EGM and Financial  
Management
- Page 4 - Roles and responsibilities of Primary Officers
- Page 5 - Roles and responsibilities of Secondary  
Officers
- Page 6 - Roles and responsibilities of Secondary  
Officers (continued)

## **CHAPTER GOVERNANCE**

This document sets out how the day to day running of the Chapter is organised. This complements the H.O.G. Chapter Charter and is not a replacement for the Charter. The roles and responsibilities of the Primary and Secondary Officers are described briefly in the Charter and this document expands on these role descriptions and responsibilities. In the absence of a sponsoring dealership, the roles of the sponsoring dealer and Chapter manager are not included in this document.

### **CHAPTER OFFICERS**

As described in the members' handbook there are 2 types of Chapter Officers: Primary and Secondary.

#### **a) Primary Officers**

The H.O.G. Charter stipulates the following Primary Officers:-

- i) Director
- ii) Assistant Director
- iii) Treasurer
- iv) Secretary
- v) Chapter Manager (if there is a dealership)

#### **b) Secondary Officers**

The H.O.G. Charter also allows for the appointment of additional Secondary Officers:-

- Activities Officer
- Editor
- Head Road Captain
- Ladies of Harley Officer
- Membership Officer
- Merchandise Officer
- Safety Officer
- Webmaster
- Social Media Officer
- Charity Officer
- Photographer \*-not a committee position
- Historian \*-not a committee position

In the Nene Valley H.O.G. Chapter, all Primary and Secondary Officers serve for an initial term of up to 2 years. These appointments expire at the date of the Annual General Meeting (AGM) when their 2 year term has been served, except for the Director which appointment expires on Awards night. Officers who wish to continue in post must re-apply prior to the AGM, in line with the guidance laid down in the Chapter Handbook. As described in the Chapter Handbook, any member of the Chapter may apply for any of the above Officer positions when such position becomes vacant or at such time that a position is due for formal renewal. Applicants for an Officer position will be interviewed by the Director, assisted if appropriate by the Assistant Director or another Primary Officer.

The roles and responsibilities of each Officer position are described in detail on pages 4 to 6 in this handbook and

any member contemplating applying for any vacant position on the Committee should familiarise themselves with the role before applying.

### **THE COMMITTEE**

The Primary Officers together with the Secondary Officers comprise a Committee to conduct the business of the Chapter.

### **COMMITTEE MEETINGS**

#### **1) General**

Committee meetings are closed meetings but members or guests may attend at the discretion of the Director. The Committee meets quarterly and "ad hoc" under the Chairmanship of the Director or the Assistant Director. In the absence of these two, another Primary Officer can Chair the meeting.

#### **2) Voting**

Each of the Committee members will have one vote. Voting is by a show of hands or, if at least two Committee members request it, as a signed ballot. The Director may give an original vote (i.e. a proposing vote) on any matter put to the vote, and in any case of an equality of votes *pro* and *con*, may give a casting vote whether or not the Director has given an original vote. If appropriate, one person may undertake not more than two discretionary Officer roles but will have a single vote only and count as one for establishing a quorum. The Committee may also from time to time co-opt any Chapter member(s) to attend one or more Committee meetings for the purpose of providing specific advice or information or performing or undertaking a specific task or assignment but such co-opted members may not vote in decisions of the Committee and do not count for establishing a quorum.

#### **3) Quorum**

A Committee meeting will be quorate for any decision making purpose if a simple majority of officers are present *provided that* the Director or Assistant Director plus one other Primary Officer are present.

Officers may take actions/decisions that are considered essential and urgent by the Director or Assistant Director between meetings. They must consult as many Committee members as deemed practical and necessary and have the approval of at least one Primary Officer, preferably the Director or Assistant Director. All such actions must be formally reported to the next Committee meeting and minuted.

#### **4) Order of Business**

The order of business at regular Committee meetings will be as follows:

- i) Apologies
- ii) Minutes of last meeting
- iii) Matters arising
- iv) Director's Report
- v) Assistant Director's report
- vi) Treasurer's report
- vii) Secretary's report
- viii) Secondary Officer Reports
- ix) Any Other Business
- x) Date of Next Meeting

#### **5) Conduct of the Committee**

Committee members shall at all times conduct themselves in an orderly manner during Committee meetings. If, in the opinion of the Director, any person attending a meeting, disregards the ruling of the Director, or wilfully obstructs business, or disrupts a meeting in such a manner as to bring the Chapter into disrepute or to bring the meeting into disarray, that person may be subject to a resolution to have them ejected from the meeting. The Director may also suspend the meeting without discussion.

#### **6) Interests**

If a Committee member has a personal interest in a matter under discussion, that member must declare that interest and if deemed necessary by the other members of the Committee, the member must withdraw from the meeting during consideration of the item to which the declared interest relates.

#### **7) Confidentiality**

All business conducted by the Committee is deemed confidential and no member of the Committee shall disclose to any person not a member of the Committee any Committee business unless declared by the Committee to be non confidential. Should a topic of discussion be deemed to be of a sensitive or special nature, a resolution may be passed to close that meeting to anyone present who is not a Committee member for the duration of that item.

#### **8) Minutes**

Minutes of all meetings will be taken by the Chapter Secretary or in the absence of the Secretary, another Committee member may take the minutes with the agreement of the Director. The minutes of each meeting should be distributed to all Committee members as soon as possible after the meeting, and at least one week before the next meeting. The Secretary will also provide in a timely manner an agenda for each meeting, stating the date, time and place of the meeting. The minutes are also made available to members by publishing them on the web site and included them in the monthly magazine.

#### **9) Financial Statements**

The Treasurer will at least two days prior to a Committee meeting, provide a financial summary sufficient to provide a true and fair statement of the financial state of the Chapter. This need not be detailed provided that the Treasurer is able and prepared to provide adequate detail at the meeting.

#### **Annual General Meeting**

As detailed in the Chapter handbook, the Annual General Meeting (AGM) will be held on the second Wednesday of each April or a date as close as possible to, and will have the following agenda:-

- i) Apologies
- ii) Minutes of the previous AGM
- iii) Matters Arising
- iv) Director's Report
- v) Secretary's Report
- vi) Treasurer's Report
- vii) Dealer Principal Report (if applicable)
- viii) Election of Committee members
- ix) Any Other Business

The AGM will be open to all Chapter members and guests may attend at the discretion of the Director. However, any attending guests will not be entitled to vote on any resolutions at the AGM.

Any matters to be discussed, or questions to be put to the Committee, under 'Any Other Business' are at the discretion of the Director and must be received in writing by the Director 14 days prior to the meeting.

#### **Extraordinary General Meeting**

An Extraordinary General Meeting (EGM), open to all members, will be arranged if:-

- a) Dealer Principal (when available) or
- b) The Director or
- c) a minimum of 25% of the Chapter membership support such a request.

The request must be submitted in writing to the Chapter Secretary and include the detailed reason(s) for the request. It must include the names of the supporting Chapter members. The Secretary will use all reasonable endeavours to arrange the meeting within 21 days of receiving the request and will ensure that details of the EGM are made available to all members, via the newsletter, e-mail, Facebook page and the Web site, as near as possible to 21 days in advance.

#### **Financial Management**

##### **a) Banking Arrangements**

The Chapter's banking arrangements will be made and/or maintained by the Treasurer and approved by the Committee. The Treasurer has the authority to discuss any arrangement with any bank at which the Chapter has an account.

## b) Treasurer Reports

At each Committee meeting the Treasurer will report on all payments and receipts made since the previous

Committee meeting. All expenditure must be approved by the Director and reported to the Committee, except for sundries used in the execution of an officer's duties. Receipts for all expenditure on behalf of the Chapter must be provided to the Treasurer.

## 3

# ROLES AND RESPONSIBILITIES OF THE COMMITTEE OFFICERS

### Officers

The duties and responsibilities of the Primary Chapter Officers shall be as follows:-

#### Director

The Director shall uphold the H.O.G. Charter and the Chapter by-laws, conduct Chapter meetings and coordinate Chapter Officer's responsibilities.

- Assists the Sponsoring Dealer (when available) to uphold the Annual Charter for H.O.G. Chapters and H.O.G. operating policies
- Assumes overall responsibility for the administration of the Chapter and implementation of H.O.G. policies
- Signs the annual H.O.G. Chapter Charter application and ensures it is received in the H.O.G. office by 31 December
- Promotes H.O.G. and the Chapter to potential members and other Chapters
- Liaising with other Chapter Directors and H.O.G. officers, to the benefit of H.O.G.
- Conducts Chapter meetings and the AGM as Chair or provide a deputy to represent him/her in their absence
- Responsible for managing the team of Officers and co-ordinating their responsibilities
- Ensures that risk management requirements pertaining to the Chapter, including procurement of necessary release forms, are met for all Chapter activities
- Ensures that the Chapter T-shirt guidelines are followed
- Ensures that all trademark requirements are met
- Routes H.O.G. correspondence to fellow Officers and to the membership, as requested
- Writes a regular column or article in the magazine to inform members of the latest news about the Chapter.

#### Assistant Director

The Assistant Director shall assist the Director in carrying out the Director's duties.

- Assists the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- Assists the Director as requested
- Attends regular Committee meetings and H.O.G. meetings with the Director or as representative of the Director
- Promotes H.O.G. and the Chapter to potential

- members and helps with member retention
- Informs Chapter members of H.O.G. programs and benefits.
- Conducts new member orientation
- Responsible for managing the Historian, the Ladies of Harley Officer, Social Media Officer, Charity Officer, and Photographer and providing regular updates to the Committee.

#### Treasurer

The Treasurer shall be responsible for the financial management of Chapter funds as follows:-

- Assists the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- Collects Chapter receipts and banking of these
- Manages the Chapter bank accounts including signatories and Internet banking tools to facilitate the receipt and withdrawal of funds as necessary
- Ensure that all cheques, drafts or other orders issued in the name of the Chapter are authorised and signed by two different Primary Officers from the Director, Treasurer and the Secretary
- Prepare Chapter tax returns, where applicable
- Ensure compliance with all Revenue recording and reporting requirements
- Reports financial transactions to the Committee on a monthly basis
- Prepare and have audited (if required) the annual financial statement. This needs to be signed off by the Director
- Submits the annual financial statement to H.O.G. by 31 December each year. In practice this is hand delivered by the Director to H.O.G.
- Submits Chapter Reimbursement Application
- Ensures that any charitable contributions are managed according to H.O.G. guidelines.

#### Secretary

The Secretary shall be responsible for the administrative needs of the Chapter as follows:-

- Assists the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- Attend all Chapter meetings (or provide a deputy), including the AGM and circulate in a timely manner the Agenda for the meetings
- Responsible for taking the minutes and circulate the minutes to all attendees
- Submitting to H.O.G. the H.O.G. Chapter Charter Application and any other reports as required by H.O.G. This needs to be signed off by the Director

and in practice is hand delivered to H.O.G. by the Director

- Ensure that all insurance requirements are met (including participant signatures to required release forms), and that all annual filings with local authorities are done.
- Ensure preparation of injury report forms, timely submission of injury report forms to the appropriate insurance company and shall be

### **The duties and responsibilities of the Secondary Chapter officers shall be:**

#### **Activities Officer**

The Activities Officer shall be responsible for the administration of Chapter events.

- Assists the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- Oversees the administration of Chapter events
- Recruits and instructs volunteers for Chapter activities
- Appoint and monitor an event's organiser and/or sub-committee for each event as appropriate.
- Organise, agree and publish a calendar of events that offer diversity and variety to suit all Chapter members
- Report all events and activities requests to the Committee for discussion and approval at the Committee Meetings
- Ensure that each event operates within an agreed financial budget in co-ordination with the Treasurer
- Ensure that a risk assessment is carried out for each planned event
- Provide a deputy to Committee Meetings when you are not available to attend, with the above updates and progress reports
- Co-ordinate with the newsletter editor for publication in the newsletter advertisements and promotion for agreed events and activities. Ensure these events are also published on the Chapter web site, the Facegroup page and communicated to members by e-mail
- Ensure that all insurance concerns and requirements are met for Chapter events
- Oversees the collection of appropriate release forms for Chapter events

#### **Ladies of Harley Officer (LOH)**

The LOH Officer shall be responsible for encouraging women members to take an active part in Chapter activities.

- Assists the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- Directly reports to the Assistant Director
- Encourages women members to take an active part in the Chapter
- Answers questions about the Ladies of Harley program
- Informs members of LOH benefits and activities

responsible for the maintenance and storage of release forms and injury reports.

- Responsible for managing the Chapter records with relation to membership, release forms and official documentation required by H.O.G.
  - Responsible for managing the Membership Officer position (if it exists) and provide updates on membership to the Committee.
- 4 • Writes a regular article for the magazine to inform members and Ladies of Harley about updated and upcoming events.
- Co-ordinates with the Assistant Director, Activities Officer and the HRC for assistance with planning and execution of events aimed at raising the awareness of Ladies of Harley or events more appealing to the lady members of the Chapter.

#### **Head Road Captain (HRC)**

The HRC is responsible for the annual planning of the Chapter ride out calendar, managing the team of RCs, and for the administration of the Club Run Award and Mile High Club.

- Assists the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- In conjunction with the Chapter Director is responsible for either mentoring or appointing a mentor from existing RC's to provide training and support as necessary. Ideally the selected RC would be a potential HRC.
- In conjunction with RC's plans routes for Chapter rides
- In liaison with the Chapter Director informs members of relevant HOG programmes
- Provides leadership to team of RC's
- Supports other Committee members in general Chapter business and promotes the Chapter.
- In conjunction with the Safety Officer and RC's educates Chapter members on group riding techniques
- Mentoring/training new or potential RC's
- Assists Director in distribution of club run awards

The HRC is appointed from the RC's and will have a minimum of two years riding experience with the Chapter and will have led/tailed a minimum of 10 rides.

#### **Editor**

The Editor shall be responsible for assembling and organizing written and electronic material for Chapter publications.

- Assists the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- Authors, edits and facilitates the distribution of Chapter publications and the Chapter newsletter

- Presents any Chapter publications (written, electronic, oral, etc.) to the Director for approval prior to their use
- Submits Chapter events on-line at [www.members.hog.com](http://www.members.hog.com) for listing on the Chapter events List
- Informs Chapter members of Chapter activities by printing them in the Chapter newsletter
- Work with the Webmaster to ensure the same information is being communicated to all Chapter members
- Promotes H.O.G.'s fun, family-oriented philosophy in all Chapter publications
- Sends a copy of all publications to the H.O.G. office
- Write an Editors column in the newsletter.

5

### Historian

The Historian shall be responsible for the preparation and maintenance of a written account of the history of the Chapter.

- Assists the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- Reports directly to the Assistant Director
- Organizes written accounts of Chapter activities, records names of Chapter Officers, notes membership levels, etc.
- Organizes photos of Chapter activities, Officers, members, etc.

### Photographer

The Photographer shall be responsible for obtaining and organizing Chapter photographs:-

- Assists the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- Reports directly to the Assistant Director
- Takes and organizes Chapter photos for Chapter publications and a Chapter history album
- Submits Chapter photo to Hog Tales when requested

### Safety Officer

The Safety Officer shall be responsible for:-

- Assisting the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- Assisting the Head Road Captain with the:
  1. Development of training programmes or encouragement for Chapter members to take training programmes to improve riding skills
  2. Education of Chapter members about group riding skills and techniques including those adopted by our Chapter

3. Organisation and execution of New Members Days and/or New Riders Days
  4. Collate and maintain details of incidents that take place on Chapter ride outs and events, taking report forms from Road Captains and reporting details to the Committee and to the Secretary as appropriate
- Report on progress and updates to the Committee
  - Write a regular column for the newsletter to keep members informed of safety tips, riding skills programmes and Chapter safety information.

### Membership Officer

The Membership Officer if appointed) reports to the Secretary and shall be responsible for:-

- Assisting the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- Maintaining a Chapter membership database
- Ensuring that Chapter members have a current H.O.G. membership
- Enrolling new members into the Chapter and including them on the HOG database on [www.members.hog.com](http://www.members.hog.com)
- Providing new member details to the Webmaster and the HRC for inclusion on their lists
- Administers the annual Chapter member renewal process on a monthly basis
- Collecting members dues and passing to the Treasurer for banking
- Removing members who have not renewed from the Chapter database and the H.O.G. database
- Providing members birth dates to the Webmaster
- Works with the Chapter Secretary to ensure the annual Chapter Membership Enrolment Form and Release is on file for each member

6

### Merchandising Officer

The Merchandising Officer maintains the stock of Chapter merchandise as follows:-

- Assists the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- Responsible for maintaining and controlling the Chapter Name, Number and Logos ("Marks") and the H.O.G. name and logos on Chapter and non-Chapter merchandise
- Manage ideas for merchandise from conception to production, working with the Treasurer and the Committee to bring ideas within budget and that are saleable to the membership
- Places orders for merchandise with approved suppliers with the permission of the Committee
- Receives and tracks stock on hand and feeds the regular stock take information to the Treasurer
- Responsible for holding stock securely and providing stock for sale at various events.

## Webmaster

The Webmaster shall be responsible for assembling and organizing material for the Chapter Website and seeking approval from the Chapter Director prior to publication.

- Assists the Chapter Director in upholding the Annual Charter for H.O.G. Chapters
- Authors, edits and updates the Chapter web site
- Includes official Chapter name and number on all material published by the Chapter
- Works with the Chapter Editor to ensure the same information is being communicated to all Chapter members
- Organizes and assembles electronic information for the Chapter
- Informs Chapter members of Chapter activities by including in the Chapter web site
- Promotes H.O.G.'s fun, family-oriented philosophy in all web site material
- Acts as caretaker for the Chapter by protecting Chapter members' privacy
- Uploads events, rides, photos, documents, birthdays and club run awards to the website
- Submits Chapter web site details to H.O.G. for Listing on [www.members.hog.com](http://www.members.hog.com)

## Social Media Officer

The Social Media Officer shall be responsible for maintaining and updating social media platforms to promote the growth of The Chapter, involvement as follows:

Assist the Chapter Director in upholding the Annual Charter for H.O.G. Chapters.  
Reports directly to the Assistant Director.  
Authors, edits and updates all social media sites.  
Works with the Chapter Photographer and any other Chapter member to obtain photos of recent events to publish on social media.  
Uploads (*Public events to social media*) where applicable to attract public interest.  
Attends committee meetings when required.

## Charity Officer

The Charity Officer shall be responsible for organising charity events, administration and fundraising as follows:

Assist the Chapter Director in upholding the Annual Charter for H.O.G. Chapters.  
Reports directly to the Assistant Director.  
Liaise with charity patron/s as required.  
Co-ordinates with Assistant Director, Activities Officer and HRC for assistance with planning and execution of events to raise monies for the Chapter Nominated Charity.  
Oversees the administration of "*charity only events*".  
Collecting funds raised and passing to Chapter Treasurer for banking.  
Co-ordinate with the Chapter Editor for publication in the Chapter Magazine advertisements and promotions of charitable events. Ensure said events are also published on the Chapter website, Chapter social media and also communicated to members via email.  
Attends committee meetings when required.