



Officer Vacancy Notice

Post/Type	Activities Officer/Discretionary
Reason	Post Holder standing down
Term	2 years, renewable
Start	April 2021
Eligibility	Open to full Chapter members who have regularly participated in Chapter events as rider or pillion for at least 2 years.
Duties	<ul style="list-style-type: none">• Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for HOG Chapters• Responsible for overseeing of the planning and administering Chapter events• Recruits and instructs volunteers for Chapter activities <i>Suggestion: Survey Chapter Members on the types of activities that interest them, and ask if they are willing to volunteer. If and when those activities are held, notify the members who showed special interest</i>• Ensure that all insurance concerns and requirements are met for Chapter Events• Oversee the collection of appropriate release forms for Chapter Events• Assists the Director and Secretary with the implementation of the risk management program, including procurement of insurance and release forms where applicable <p>Entails full membership of the Committee, and requires attendance and reporting at Committee meetings.</p>
Skills/Interests	<ul style="list-style-type: none">• Social, organisational, communication and team skills• The ability to administer/manage Chapter Events
Closing Date	31st March 2021
Next Steps	Nominees should email a statement of their interest to director@lindumcoloniachapter.com or assistantdirector@lindumcoloniachapter.com
Appointment	<p>Further information on the job can be obtained by contacting the Director or existing Activities Officer.</p> <p>The successful candidate will be notified by the Director, following a vote by the membership if multiple candidates exist for the role, and presented to the Chapter during the following Chapter Meeting.</p>