



## Activities Officer

### Responsibilities:

- Assists the sponsoring dealer and 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
  - **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 a special interest
- Ensures that all insurance concerns and requirements are met for chapter events
- Ensures injury reports are completed and faxed to Harley-Davidson Insurance when accidents occur
- Oversees 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

### ⇒ See Also:

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

**The Handbook** - Tabs B, E, F, H and I

### Important Deadlines

**Insurance Forms** - If your chapter requires event insurance in addition to the H.O.G. Chapter General Liability and Insurance policy, appropriate forms must be received in the Harley-Davidson Insurance office **at least six weeks prior** to the chapter event date