

Draft 10.12.2010

Prairie Thunder H.O.G.

Job Description - Volunteer Coordinator

The Volunteer Coordinator shall be elected to a two-year term.

Responsibilities:

Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters".

Promotes activities of the chapter by maintaining a list of members, their contact information and area of interest when volunteers are needed for a chapter event or events in which the Chapter is involved.

Works with the Membership Officer to maintain the Prairie Thunder volunteer list.

Contacts members when volunteers are needed for an event. Works with the event coordinator: including but not limited to the Director, Dealer representative, Activities Officers, LOH Officer, Membership Officer and Road Captains.

Contact members to promote chapter activities and assess members' volunteer interest.

Arrange for and distribute volunteer awards as approved by officers.