



Officer Nomination Notice

Post/Type	Membership Officer/Discretionary
Reason	Step down of previous Officer, due to moving abroad
Term	3 years, renewable
Start	September 2018
Eligibility	Open to any full Chapter member who has regularly participated in Chapter events as rider or pillion for at least 12 months, and who is not a member of another Chapter.
Duties	<p>Responsible for the timely checking and processing of new and annual renewal applications; keeping an accurate and up to date membership register; providing first contact and guidance for new members; checking HOG memberships are current and following up late renewals; acting as Returning Officer at any full Chapter votes for Primary Officers. Duties also include meeting and greeting new members at club night when available and introducing them around the chapter.</p> <p>The appointment entails full membership of the Committee. Attendance is expected at Quarterly meetings and all major Chapter events.</p> <p>The existing membership officer will be able to coach and mentor the successful applicant.</p>
Skills/Interests	<p>High level of social skills and interest in interacting with the membership - especially new members. Able and willing to respond rapidly to membership email enquiries. Basic fluency with spreadsheet software. Enthusiastic about the chapter and eager to assist in enhancing its growth and chapter members experiences.</p> <p>Ability and willingness to work with Hogsback Committee as a team member.</p>
Closing date	20 August 2018
Next steps	Nominees should email a statement of their interest to director@hogsbackchapteruk.org . Further information on the job can be obtained by contacting the director or existing membership officer.
Appointment	The successful candidate will be notified following a vote by the Hogsback Chapter Committee which will be by email to committee members and managed by the chapter sec.