

ATV Maine District Representative

Position Title: **District Representatives**

Reports to: Regional Vice President

Position Status: Hired Stipend Volunteer (Voted) Volunteer (Appointed/Voted)

Appointed by: Regional Vice President

General Qualifications:

- To protect the integrity of the organization.
- Must have good leadership skills and the ability to delegate tasks.
- Must have excellent diplomatic and communication skills for the level of the position.
- Must be a self-motivator.
- Must be a member of an ATV Maine affiliated club.
- Must have basic computer skills.

The District Representative will help organize clubs and assist them to be successful. The District Representative will make annual visits to each club to maintain an open line of communication.

The District Representative is also responsible for:

- a. Timely response to any club requesting help.
- b. Performing trail inspections, including reports to Regional Vice President and Trails Vice President.
- c. Staying up-to-date on current laws and following them.
- d. Staying abreast of all available resources to deal with problems beyond his/her capabilities.
- e. Demonstrating how to get started by filling out the pertinent paperwork, membership forms, corporation paperwork, grant applications, and DACF forms, as well as explaining the purpose and benefits of joining ATV Maine.