

ATV Maine Governmental Relations Coordinator

Position Title: **Governmental Relations Coordinator**

Reports to: President

Position Status: Hired Stipend Volunteer (Voted)

Voted by: Board of Directors

General Qualifications:

- To protect the integrity of the organization.
- To attend all regional, annual, and any other meetings that the Executive Board deems necessary.
- 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 Governmental Relations Coordinator will implement policies to meet objectives and goals of ATV Maine as brought forward by the President and adopted by the Board of Directors of ATV Maine.

1. The Governmental Relations Coordinator will be responsible for maintaining effective communication with State and Federal officials and quasi-governmental entities.
2. The Governmental Relations Coordinator serves as one of three “official spokespersons” for ATV Maine. The Governmental Relations Coordinator
 - a) Will make and/or oversee presentations to governmental entities about ATV Maine;
 - b) Conduct workshops to governmental entities to promote ATV Maine and its objectives;
 - c) Grant print and broadcast media interviews as required.
3. The Governmental Relations Coordinator will be responsible for writing and implementing grant applications for ATV Maine.
4. The Governmental Relations Coordinator will assist the Public Relations and Marketing Coordinator in the development of marketing material, and maintaining an effective communication process between or among the Executive Board and President.
5. The Governmental Relations Coordinator will keep all clubs informed of legislative matters.