

## ATV Maine President

Position Title: **President**

Reports to: Executive Board

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, Executive Board, 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 President shall implement the policies, objectives, and goals of ATV Maine, as established by the Board of Directors, for overseeing the orderly growth of ATV Maine.

1. The President shall be responsible for overseeing day to day operations of ATV Maine.
2. The President shall prepare an agenda for all regional meetings, send it to the Webmaster, and preside over all ATV Maine meetings.
3. The President is designated as one of the three “official spokespersons” for ATV Maine, the others being the Governmental Relations Coordinator and Public Relations and Marketing Coordinator.
4. The President shall call Executive Board meetings as necessary.
5. The President must understand and follow:
  - a) ATV Maine’s Bylaws;
  - b) ATV Maine’s Rules and Guidelines;
  - c) ATV Maine’s Policies;
  - d) Robert’s Rules of Order (unless in conflict with a), b) or c) above).
6. The President will be responsible for overseeing ATV Maine’s finances in accordance with the By-Laws.
7. The President will be responsible for presenting the annual budget of ATV Maine at the Annual Banquet.
8. The President has no vote on issues that come before ATV Maine unless there is a tie vote, and then the President will cast the deciding vote.
9. The President can appoint a committee as needed for activities.
10. The President will be impartial, fair, and courteous while carrying out the business of ATV Maine.
11. The President will be charged with insuring that all officer/official positions are filled according to the By-laws and Rules and Guidelines, including all committees.

12. The President will be a partner with the Trails Vice President in negotiating and submitting the trails contract by Dec 31st of each year.
13. The President will sign, manage, update, create, track, and refine all of ATV Maine's contracts.
14. The President will oversee the work performed by the contractors.
15. The President, in conjunction with the Governmental Relations Coordinator, will maintain effective communication with state and federal officials as well as our lobbying firm(s).