

ATV Maine Safety Officer

Position Title: **Safety Officer**

Reports to: President

Position Status: Hired Stipend Volunteer (Voted)

Appointed/hired by: Board of Directors

Term Limit: Yearly

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 Safety Officer shall coordinate ATV Maine Safety trailers.

The Safety Officer is:

1. Responsible to assure trailers and equipment are maintained properly, maintaining records of said maintenance and inventory of equipment. Maintenance records will be forwarded to the Business Manager yearly.
2. Responsible for coordinating and scheduling of trailer use and completion of paperwork with the registering club.
3. Responsible for coordinating ATV Maine Safety Course Training and documentation of the training.
4. To ensure that there is a Safety Trained person at any safety course presented by an ATV Maine club.
5. To maintain a list of Safety trained personnel for all clubs.