

ATV Maine Vice President

Position Title: **Vice President**

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, 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 Vice 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. In the absence of the President, the Vice President will:

- a) Conduct the ATV Maine meeting.
- b) Attend outside meetings the President is not be able to attend, to represent ATV Maine.
- c) Any other responsibilities delegated by the President.
- d) Assume the duties of the President.

2. The office of the Vice President shall serve as a leadership training position for the office of President.

3. The Vice President must understand and follow:

- a) ATV Maine's By-Laws;
- b) ATV Maine's Rules and Guidelines;
- c) ATV Maine's Policies; and
- d) Robert's Rules of Order (unless in conflict with a), b), or c) above).

4. The Vice President will set up reservations for, and coordinate, Sportsman Shows, banquets, and public events.

5. The Vice President will oversee and set yearly goals in conjunction with the Trails Vice President, Regional Vice Presidents, and District Representatives.