

# ATVCEO ROLE DESCRIPTION

<p>ATVCEO By Laws, dated November 14, 2017, <b>Article VI Officers</b> Section 1.          “The officers of the Club will be the President, Vice President, Secretary and Treasurer. The same person may hold the office of Secretary and Treasurer; <i>the position of Treasurer can also be held by either the Vice-President or by the Secretary</i>”.</p>	
President	<ol style="list-style-type: none"> <li>1. The President will, when present, preside at all meetings of the members of the Board of Directors.</li> <li>2. The President will also be charged with the general management and supervision of the affairs of the operations of ATVCEO.</li> <li>3. The President with any other officer appointed by the Board of Directors for the purpose will sign all by-laws and membership certificates. During the absence or inability of the President, those duties and powers may be exercised by the Vice-President and if the Vice-President, or such other Director of the Board may from time to time appoint for the purpose, exercises any such duty or power, the inability of the President will be presumed with reference thereto.</li> <li>4. The President will accept responsibility for the success and failures of the ATVCEO and be responsible for overall management.</li> <li>5. The President will be responsible for the strategy and long-range planning of the ATVCEO.</li> <li>6. The President will preside at the Board of Directors; annual general and special meetings except where otherwise provided for the by-laws.</li> <li>7. The President will call meetings when required.</li> <li>8. The President will sign all official documents, contracts and undertakings and affix the corporate seal accounting to the direction of the Board or the directions of the voting membership at a general or special meeting.</li> <li>9. The President will conduct an orderly and effective meeting.</li> <li>10. The President will ensure tasks and responsibilities are assigned to the appropriate Director and will follow up to ensure satisfactory completion. The President will perform other duties and tasks as determined by the Board of Directors from time to time.</li> <li>11. The President will investigate trespassing complaints by landowners.</li> </ol>

Vice-President	<p>12. The Vice-President will assume and perform the President's duties in the event of their absence or disability.</p> <p>13. The Vice-President will develop policies and plans for approval.</p> <p>14. The Vice-President will coordinate the activities of the Directors.</p> <p>15. The Vice-President will gather and interpret information on individuals or organizations impacting on the ATVCEO.</p> <p>16. The Vice-President will maintain liaison with such organizations, groups, or individuals as the Board of Directors deem necessary.</p>
Secretary	<p>17. The Secretary will arrange Board of Directors meetings and make the appropriate reservations.</p> <p>18. The Secretary will prepare the agenda for the monthly BOD meetings as well as for the Club's AGM.</p> <p>19. The Secretary will prepare record, publish and distribute minutes of all meetings (BoD and AGM).</p> <p>20. The Secretary will report to meetings, actions still required on decisions of previous meetings and follow up until the actions have been completed or the results achieved.</p> <p>21. The Secretary will keep hard copies of all minutes and agendas.</p> <p>22. The Secretary will keep all Club's records, except financial records, including minutes of meetings, roster of members, lists of committees and their members.</p> <p>23. The Secretary will be the returning officer for all elections where a ballot is required and will publish the requirements of office and announce the results. Where the Secretary/Treasurer is personally involved in the election another Director may be appointed to carry out this portion of the balloting process.</p> <p>24. The Secretary will publish major corporate documents and issue them to those authorized.</p> <p>25. The Secretary will send out notices of meetings, receive applications for membership, and discharge all of the usual secretarial functions of the office required herein or by the Board of Directors.</p> <p>26. The Secretary will also maintain a permanent mailing address, preferably by street address as opposed to a local post office box, for the Club and direct incoming correspondence to the appropriate Club official.</p>
Treasure	<p>27. The Treasurer will keep all financial records of the Club and have charge of its funds.</p> <p>28. They will keep of the Club's funds in a bank approved by the Board of Directors and in the name of the Club.</p> <p>29. They will disburse such funds of the Club under the direction of the Board of Directors.</p> <p>30. Withdrawals will be made by cheques signed in such a manner as may be approved from time to time by the Board of Directors.</p>

	<p>31. At the time of the approval of these general by-laws, all cheques must be signed by two signatories; the Treasurer must be one of the signatories on all cheques with the other signatory being either the President or the Vice-President.</p> <p>32. The Treasurer will prepare an annual report to be submitted, in conjunction with the Club's annual financial statements prepared under Canadian generally accepted accounting principles, at the annual meeting.</p> <p>33. The Treasure will make the deposits in a timely fashion.</p> <p>34. The Treasure will monitor the day permits issued.</p> <p>35. The Treasure will prepare the annual tax return.</p> <p>36. The Treasure will prepare and annual budget.</p> <p>37. The Treasure will prepare annual grant submission when required.</p> <p>38. The Treasure will deal with the OFATV regarding their annual information requirements.</p>
<p>ATVCEO By Laws, dated November 2017, Article IV Board of Directors Section 1.          "The Board of Directors will consist of Directors, each of whom will be an active member of the Club or an associate member and may comprise up to 20 directors."</p>	
Chief Warden	<p>39. Recruit new wardens as needed.</p> <p>40. Coordinate with Director of Volunteer to advertise when interested members can apply for upcoming wardens training.</p> <p>41. Ensure proper training and certifications are being maintained as per club standards.</p> <p>42. Maintain contact with the wardens.</p> <p>43. Manage all warden activities for events and trail patrols.</p> <p>44. Handle all comments / complaints about warden activities.</p> <p>45. Organize and execute patrol rides within ATVCEO trail system.</p> <p>46. Track volunteer hours performed by wardens and report to Volunteer Director monthly.</p> <p>47. Keep inventory and log of signed warden's vests.</p>
Event Director	48. To come from Stéphane
Membership Director	<p>49. Handles any membership inquiries.</p> <p>50. Manages day permit distribution to various directors/wardens within the club.</p> <p>51. Report on permits sold by various methods (Online, In Person)</p> <p>52. Coordinate with Treasurer to report permit sales based on own information vs what is being reported on federation system.</p>

	53. Investigate permit discrepancy between permit holder and federation
Trail Maintenance Director	54. Oversee both short-term and long-term trail maintenance projects. 55. Coordinate with volunteers to plan out work parties. 56. Inspect trails and report back to the board with any new projects or maintenance requirements. 57. Coordinate with contractors to get price quotes for work. 58. Undertake rental agreements with equipment rental companies. 59. Approve all work undertaken by contractors and volunteers to ensure an even quality across the trail system. 60. Create monthly report for the board of Directors on work performed as well as plans for any future work. 61. Track volunteer hours performed by volunteers and report to Volunteer Director monthly. 62. Coordinate with Trail Signage Director to ensure proper signage on new and existing trails. 63. Coordinate with Trail Map Director on any updates or closures that need to be reflected on QuadON (App and website). 64. Advise board of any trail closures due to maintenance and verify its safety before re-opening. 65. Keep inventory of club's equipment. 66. Keep inventory and log of signed maintenance vests.
Trail Mapping and Signage Director	67. Mapping - Track and maintain list of ATVCEO trails. 68. Mapping - Coordinate with OFAV for trail closures or detours. 69. Mapping - Coordinate with OFATV to update QuadON app/website of any updates. 70. Mapping - Ensure landowner agreements are up to date on ATVCEO trails. 71. Mapping - Maintain list of trail numbers. 72. Mapping - Maintain list of point of interests (POIs) on ATVCEO trails. 73. Signage - Maintain trail signs as per the OFATV Sign Guide. 74. Signage - Replace or repair signs as needed. 75. Signage - Coordinate with Trail Maintenance Director on trail closure signs and detours. 76. Signage - Keep inventory of available signage and order new signs as needed. 77. Signage - Coordinate with sign vendors for any new signs that need to be ordered or created. 78. Signage - Maintain trail numbering system.
Volunteer Director	79. Recruit volunteers. 80. Keep a log of volunteers.

	81. Help to assign volunteers with a role/task based on their preferences. 82. Ensure that volunteers have the proper skills for tasks they are being assigned. 83. Disseminate information for upcoming work parties or events that may require their help. 84. Encourage suggestions for improving efficiencies or new work methods. 85. Track hours worked by volunteers. 86. Report monthly hours worked (by person / activity).
Other Duties - Facebook	87. Work with BoD members to post i.e., upcoming events/rides, courses, trail maintenance/closure, etc. 88. Share OFATV posts. 89. Share/post any other articles relevant to the ATV community.
Other Duties - Website	90. Work with BoD members to post i.e., upcoming events/rides, courses, trail maintenance/closure, etc.