

Annex A

ATVCEO ROLE DESCRIPTIONS

ATVCEO By Laws, dated April 10, 2024, Article V, The Executive.
“The Executive” of the Club will consist of the President, Vice President, Secretary and Treasurer. The same person may hold the office of Secretary and Treasurer; *the position of Treasurer can also be held the Secretary”.*

President	<ol style="list-style-type: none">1. The President will, when present, preside at all meetings of the members of the Board of Directors.2. The President will also be responsible with the general management and supervision of the affairs of the operations of ATVCEO.3. The President with any other executive 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.4. The President will accept responsibility for the success and failures of the ATVCEO and be responsible for overall management.5. The President will be responsible for the strategy and long-range planning of the ATVCEO.6. The President will preside at the Board of Directors; annual general and special meetings except where otherwise provided for the by-laws.7. The President will call meetings when required.8. The President will sign all official documents, contracts and undertakings and affix the corporate seal <u>according</u> to the direction of the Board or the directions of the voting membership at a general or special meeting.9. The President will conduct an orderly and effective meeting.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.11. The President will investigate trespassing complaints by landowners.
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<p>Vice-President / Municipal Affairs</p>	<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> <p>17. Liaison between the club, the members, and the municipalities.</p>
<p>Secretary</p>	<p>18. The Secretary will arrange Board of Directors (BOD) meetings and make the appropriate reservations.</p> <p>19. The Secretary will prepare the agenda for the monthly BOD meetings as well as for the Club's Annual General Meeting (AGM).</p> <p>20. The Secretary will prepare, record, publish, and distribute minutes of all meetings (BOD and AGM).</p> <p>21. 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>22. The Secretary will keep hard copies of all minutes and agendas.</p> <p>23. 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>24. The Secretary will be the returning executive 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 conduct this portion of the balloting process.</p> <p>25. The Secretary will publish major corporate documents and issue them to those authorized.</p> <p>26. The Secretary will send out notices of meetings, receive applications for membership, and discharge all the usual secretarial functions of the office required herein or by the Board of Directors.</p> <p>27. 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> <p>28. The Secretary, in conjunction with the Treasurer will deal with the OFATV regarding their annual information requirements</p>

<p>Treasurer - Membership Director</p>	<p>29. The Treasurer will keep all financial records of the Club and have charge of its funds.</p> <p>30. The Treasurer will keep the Club's funds in a <u>financial institution</u> approved by the Board of Directors and in the name of the Club.</p> <p>31. The Treasurer will disburse such funds of the Club under the direction of the Board of Directors.</p> <p>32. 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>33. At the time of the approval of these general by-laws, all cheques must be signed by two signatories of which; 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>34. The Treasurer will prepare an annual report to be submitted, in conjunction with the Club's annual financial statements prepared under <u>the relevant</u> Canadian accepted accounting principles, at the AGM.</p> <p>35. The Treasurer will make the deposits in a timely fashion.</p> <p>36. The Treasurer will monitor the day permits issued.</p> <p>37. The Treasurer will prepare the annual tax return.</p> <p>38. The Treasurer will prepare and annual budget.</p> <p>39. The Treasurer will prepare annual grant submission when required.</p> <p>40. The Treasurer will deal with the OFATV regarding their annual information requirements.</p> <p>41. The Membership Director Manages any membership inquiries.</p> <p>42. The Membership Director Manages day permit distribution to various directors/wardens within the club.</p> <p>43. The Membership Director Manages day permit distribution to various directors/wardens within the club.</p> <p>44. The Membership Director Coordinates with Treasurer to report permit sales based on own information vs. what is being reported on <u>by the OFATV's</u> system.</p> <p>45. The Membership Director Investigates permit discrepancy between permit holder and <u>the OFATV</u></p>
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Chief Warden	<p>46. Recruit new wardens as needed.</p> <p>47. Coordinate with Director of Volunteer to advertise when interested members can apply for upcoming warden training.</p> <p>48. Ensure proper training and certifications are being maintained as per club standards.</p> <p>49. Maintain contact with the wardens.</p> <p>50. Manage all warden activities for events and trail patrols.</p> <p>51. Manage all comments / complaints about warden activities.</p> <p>52. Organize and execute patrol rides within ATVCEO trail system.</p> <p>53. Track volunteer hours performed by wardens and report to Volunteer Director monthly.</p> <p>54. Keep inventory and log of signed warden's vests.</p>
Event Director	<p>55. Oversight of Event organization with the help of the organization committee.</p> <p>56. Plan events - select date and what type of event (fundraiser, Christmas Parade, etc.).</p> <p>57. Organize events.</p> <p>58. Purchase, rent, contract (hall rental for event and <u>Board</u> meetings, food, drinks, equipment, etc.).</p> <p>59. Communication with Facebook coordinator to publish event details.</p> <p>60. Report updates to monthly Board of Directors meetings.</p>
Social Media Director	<p>61. Work with the Board of Directors to inform the members and population on upcoming events/rides, courses, trail maintenance/closure, etc. as deemed appropriate on various mediums such as website, Facebook, newspapers.</p> <p>62. Share OFATV posts.</p> <p>63. Share/post any other articles relevant to the ATV community.</p>
Trail Management Director	<p>64. Oversee both short-term and long-term trail maintenance projects.</p> <p>65. Coordinate with volunteers to plan out work parties.</p> <p>66. Inspect trails and report back to the board with any new projects or maintenance requirements.</p> <p>67. Coordinate with contractors to get price quotes for work.</p> <p>68. Undertake rental agreements with equipment rental companies.</p> <p>69. Approve all work undertaken by contractors and volunteers to ensure an even quality across the trail system.</p> <p>70. Create monthly reports for the <u>Board</u> of Directors on work performed as well as plans for any future work.</p> <p>71. Track volunteer hours performed by volunteers and report to Volunteer Director monthly.</p> <p>72. Coordinate with Trail Signage Director to ensure proper signage on new and existing trails.</p>

	<p>73. Coordinate with Trail Map Director on any updates or closures that need to be reflected on QuadON (App and website).</p> <p>74. Advise board of any trail closures due to maintenance and verify its safety before re-opening.</p> <p>75. Keep inventory of <u>the</u> club's equipment.</p> <p>76. Keep inventory and log of signed maintenance vests.</p>
Trail Mapping and Signage Director	<p>77. Mapping - Track and maintain list of ATVCEO trails.</p> <p>78. Mapping - Coordinate with OFATV for trail closures or detours.</p> <p>79. Mapping - Coordinate with OFATV to update QuadON app/website of any updates.</p> <p>80. Mapping - Ensure landowner agreements are up to date on ATVCEO trails.</p> <p>81. Mapping - Maintain list of trail numbers.</p> <p>82. Mapping - Maintain list of point of interests (POIs) on ATVCEO trails.</p> <p>83. Signage - Maintain trail signs as per the OFATV Sign Guide.</p> <p>84. Signage - Replace or repair signs as needed.</p> <p>85. Signage - Coordinate with Trail Maintenance Director on trail closure signs and detours.</p> <p>86. Signage - Keep inventory of available signage and order new signs as needed.</p> <p>87. Signage - Coordinate with sign vendors for any new signs that need to be ordered or created.</p> <p>88. Signage - Maintain trail numbering system.</p>
Volunteer Director	<p>89. Recruit volunteers.</p> <p>90. Keep a log of volunteers.</p> <p>91. Help to assign volunteers with a role/task based on their preferences.</p> <p>92. Ensure that volunteers have the proper skills for tasks they are being assigned.</p> <p>93. Disseminate information for upcoming work parties or events that may require their help.</p> <p>94. Encourage suggestions for improving <u>efficiency</u> or new work methods.</p> <p>95. When possible, in coordination with Maintenance director, track hours worked by volunteers.</p>