

DUTIES & RESPONSIBILITIES OF THE REGIONAL DIRECTOR

The Importance Of The Job

The position of Regional Director is probably the most critical link between the Pennsylvania State Snowmobile Association and its Membership. He or she is the primary source of news and information concerning the Region; the point of contact for Members seeking information and assistance; and the conduit to direct information from the Board back to the Members within the region.

In his/her role, the Regional Director is PSSA's primary public relations agent, as well as a source of information, monitoring, and approval for trail issues, trail grants, and Snow Angel awards.

And, as the role of the Regional Director is fundamental to helping the Board

reach its Members, it is critical that the Regional Director attend and participate in Board and Committee activities so that he/she remains current with PSSA news, needs, progress, and programs. It is equally important for him/her to visit with member clubs and businesses to regularly share that information.

If the Regional Director is not visible or available within the Region, Members may not have access to important news, information, and help they need with issues involving clubs, trails, or funding.

In this regard, it may be the performance of the Regional Director that generates Members' perception of just how useful and worthwhile their membership in PSSA may be.

Expectations

1. Visit the clubs in the region at least once a year. (Let the clubs know you're available to assist them). Use this visit to provide PSSA updates, to listen to interests and concerns, and to promote membership in PSSA.
2. Visit dealers at least once a year. Build communication with them and attend their open houses to advertise PSSA.
3. Keep in touch with park and forestry officials --- work with them to plan events.
4. Know your regional clubs' scheduled events and keep PSSA posted on important snowmobiling events.
5. Support PSSA by working at the Fall Show and other public events.
6. Attend all board meetings and notify PSSA if you can't make a meeting due to work, illness, emergency, etc.
7. Sign up new members. Always keep PSSA applications/literature in your vehicle to avoid a missed opportunity.
8. Be available to meet with representatives at Borough or Township meetings to discuss snowmobile issues. Be aware of all issues (favorable or adverse), and research or ask PSSA for guidance if necessary.
9. If you're invited to a regional snowmobile event and can't go, try to find a substitute.

10. Leave PSSA literature and applications at clubs and member locations (wear PSSA clothing to public snowmobile events)
11. Volunteer to serve on committees or accept when nominated.
12. Keep your PSSA Operations Procedures handbook up-to-date.
13. Don't make hasty decisions or respond to inquiries without full information. Seek clarification/assistance when needed.
14. Know all phases of the Trail Grant rules to explain them to your regional applicants.