

There are three (3) districts, with each district electing their own vice president, membership chair, and secretary/treasurer. The districts are defined by the counties on the map in Chapter IV page 2.

DISTRICT VICE PRESIDENT – ELECTED every two (2) years in January for a two (2) year term, the same year as the president. The district vice president should be prepared to represent the Association at any function at which their position is required.

Duties

1. To preside over all district meetings.
2. To help organize new clubs within the district.
3. To attend meetings of clubs within the district, if requested; and to help with any problems.
4. To attend the Board of Directors meetings and report back to the district any new developments.
5. To communicate with the Forest Service regarding trails and conservation projects, and to work with the Bureau of Land Management, Resource/Conservation committee, and other land managing agencies. Responsible for recommendations on district land use policies and their effect on 4-wheeling.
6. To assume any duties the president may request in their absence.
7. To keep the president informed of all major developments within the district.
8. To submit a written report for each Board of Directors meeting.
9. To prepare and submit an article to the *In-Gear* for each publication.
10. To maintain a close relationship with the president, natural resources consultants, the executive director, and the office manager.
11. To appoint chairs, with ratification of the delegates, and assume responsibility of the district appointed chairs.
12. To call special meetings as required and to establish a chain of command.
13. To handle all problems involving the Association clubs requesting information or assistance. If a specific program is requested, it can be referred to the appropriate chair.
14. Responsible to oversee all checking accounts in their district.
15. Represent CA4WDC as a trustee on the CA4WDC C&E Foundation.

DISTRICT SECRETARY/TREASURER – ELECTED every two (2) years in January for a two (2) year term, the opposite year as the president. The district secretary/treasurer should be prepared to represent the Association at any function at which their position is required.

Duties

1. To attend all district meetings and the Board of Directors meetings.
2. To record the minutes at the district meetings.
3. To record attendance of clubs at district meetings.
4. To have the minutes of the previous meeting and to have supplies for delegates at the meetings.