



JOB DESCRIPTION

TITLE: ASA Legislative Affairs Director

REPORTS TO: ASA President

SUMMARY: Legislative Affairs Director is responsible for all contacts and communications with local, state and federal legislative officials with whom ASA has an interest.

DUTIES AND RESPONSIBILITIES:

- **Attends legislative meetings/functions deemed significant by the ASA Board of Directors.**
- **Drafts letters and memorandums to governmental officials as required supporting the objectives of the Association.**
- **Coordinates with legislative representatives from other OHV organizations to ensure a consistent approach from the off-road community on issues that impact the objectives of the Association.**
- **Attends selective legislative events, committee meetings, and other private meetings between legislative officials and members of the ASA BOD.**
- **Serves as the main contact representative for ASA legislative consultants. Oversees the activities of the legislative consultants.**
- **Recommends names of legislative lobbyists to the ASA BOD to be hired by the ASA and provides updates to the BOD on the lobbyist's activities. Provides direction to consultants and lobbyists relative ASA objectives. If needed, provides consultants and lobbyists with different legislation that may be required to support the objectives of ASA members.**