

Trail Administrator Duties

A club's Trail Administrator (TA) is the main contact between the club and the NH Bureau of Trails in regards to the Grant-In-Aid (GIA) Program.

Duties include:

- Attending regular club meetings;
- Familiarizing themselves with the GIA Rules (Res 8400)
(http://www.gencourt.state.nh.us/rules/state_agencies/res8100-8500.html)
- Familiarizing themselves with the GIA Guidelines (<http://www.nhstateparks.org/about-us/Trails/grants/grant-in-aid.aspx>)
- Familiarizing themselves with the Program Information and Forms on the BOT's GIA Web Page
(<http://www.nhstateparks.org/about-us/Trails/grants/grant-in-aid.aspx>);
- Communicating via email and telephone with the GIA Program Specialist;
- Completing and submitting GIA applications (on snowmobile grants, includes attending NHSA County Advisor meeting for their signatures);
- Providing required information, such as a current Certificate of Good Standing, updated trail map, officer listing, and landowner list, to the GIA Program Specialist;
- Signing GIA Agreements between the club and the BOT;
- Managing GIA approved project expenses and requesting reimbursement from the GIA Program Specialist; and,
- Working with the BOT on trail related issues.