



Bruce Trail CONSERVANCY

Bruce Trail Club Volunteer Position Description

BTC Board Director from the Club

In addition to the responsibilities of all Board Directors, the Directors from Clubs, confirmed at the Annual Meeting, are full Directors of the Bruce Trail Conservancy. They have the additional responsibility for communications between the Board and their Club.

Essential Elements:

- Read the Volunteer Orientation Booklet including the Volunteer Pledge and sign the BTC Confidentiality Agreement
- Directors from Clubs are expected to submit, at each Board meeting, a written report on Club activities and decisions on such topics as Club fundraising progress, marketing and communications activities, trail and audit, landowner contacts for trail placement or securement, and other operational matters. The report is to include any recommendations or requests for BTC Board action.
- Directors from Clubs are expected to present the views of their Clubs; to do this, they are expected to keep in touch with their Club, by talking frequently with the Club President and other Club leaders, and by attending Club Board meetings.
- Directors from Clubs must report fully to the Club President and the Club Board after a BTC Board meeting (though BTC Board minutes are circulated to Club Presidents, and notices on specific matters where follow-up action is needed quickly are sent by BTC staff to Club volunteers).

Directors from Clubs have the additional responsibility of sitting on the Club Communications Committee.

Directors from Clubs are expected to act as responsible BTC Board members in making decisions that are in the best interests of the BTC.

It is helpful to have:

- Good communication skills
- Good organizational skills