



# Bruce Trail CONSERVANCY

## Volunteer Position Description

### **BTC Board Member**

The following summarizes the responsibilities of BTC Board members:

- Read the Volunteer Orientation Booklet including the Volunteer Pledge and sign the BTC Confidentiality Agreement
- Attend meetings of the Board
- Prepare for BTC Board meetings by reading Board material prior to meeting
- Be punctual at Board meetings. If unable to attend, notify the Secretary or the Executive Director
- Accept responsibility for making informed decisions and approving good policies
- Keep informed of the BTC's programs and services
- Support publicly the decisions made by the Board and promote the mission, programs, and policies of the organization, the staff and volunteers
- Notify the President in advance if the Director wishes to place an item on the Board agenda. A written report containing background material is required.
- Take an active part in discussions and decision-making, consistent with parliamentary procedure
- Be aware of changing trends in the environment of the Bruce Trail Conservancy and in the community at large
- Involve oneself actively in Board activities and participate on one or more Board Committees
- Provide clear, decisive direction to committees to ensure the committees' general adherence to Board policy and to ensure continuation of the work of the various committees
- Accept responsibilities as negotiated with and assigned by the BTC President
- Support and actively participate in fundraising
- Make a financial contribution, within their means, to the BTC
- Understand and maintain the lines of communication between the Executive, Board and Staff as well as to know and understand their roles and responsibilities
- Respect the contributions of other Board members
- Maintain confidentiality concerning BTC business
- Attend BTC, Club and other stakeholder functions
- Assist in recruiting new BTC members

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