

Hastings Destination Trails Inc.



Volunteer Orientation

October 2020

Table of Contents

HDTI Board of Directors	4
Successes to Date	4
Vision Statement	5
Mission Statement	5
Values	6
Strategic Priorities At-A-Glance	7
Commitment to Volunteerism	8
Values for Volunteer Involvement	8
Guiding Principles for Volunteer Involvement	8
Volunteer Benefits	9
Volunteer Positions:	10
Board of Directors	10
Committees	10
Administrative	10
Volunteer and Trail Management	11
Marketing and Communications	11
Application Process Flow Chart	12
Volunteer Application Forms	12
Appendix H – Board of Directors Application	13
Appendix I – Committee Member Application	17
Appendix J – General Volunteer Application	19

Funding for this project was made possible by:



Community Futures Development Corporation
of North & Central Hastings and South Algonquin

HDTI Board of Directors

Chair/Treasurer: Cathy Trimble

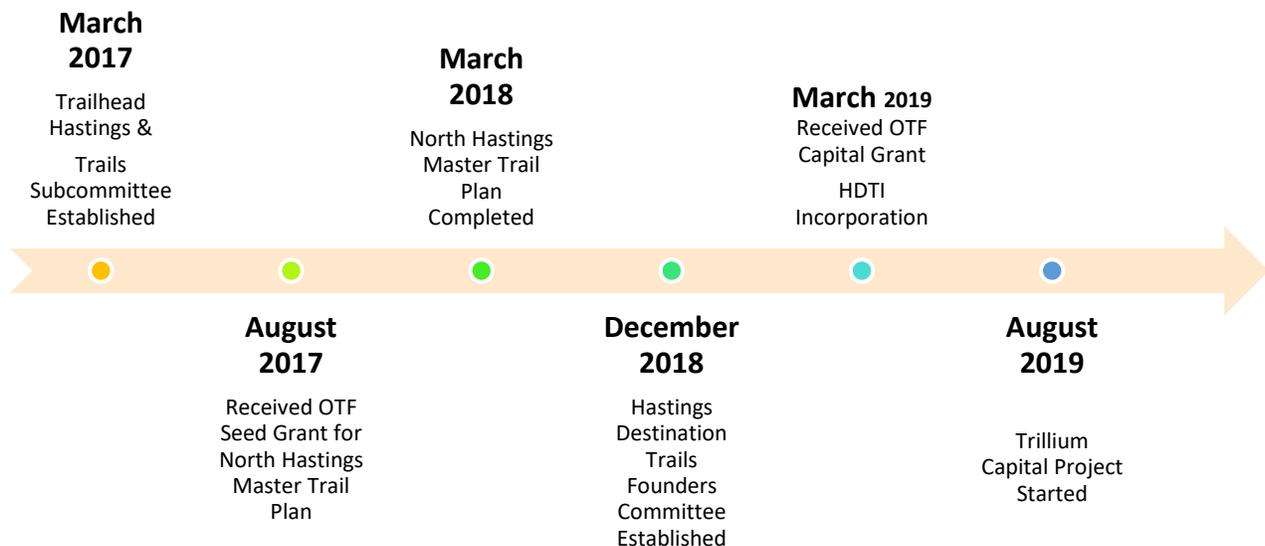
Vice-chair: Dora Yateman

Secretary: Julie Bennett

Directors:

Julie Bennett, Peter McEnery, Steve Mercer, Rob Metzger, Dave Naulls, Tim Pidduck and Kristina Smith. Carly Wright (Maternity Leave)

Successes to Date



Central East Sporting Coalition of Ontario (CESCO) through the help of key individuals brought stakeholders together with the intention of creating a Hastings County Regional Trails Committee (RTC), a working group was formed in 2016.

In the summer of 2016 representatives from Hastings Prince Edwards County Public Health (HPECP), Hastings County, Ontario Trails Council (OTC), and North Hastings Economic Development Committee (NHEDC) put together an Ontario Trillium Foundation (OTF) Seed Application for a North Hastings Trail Development Plan (TDP) and the North Hastings Non-motorized Trails Master Management Plan (TMMP).

In March 2017, nearly 50 trails stakeholders met in Bancroft for Trailhead Hastings to discuss trail management, and other significant trails best practices. The best practices shared were designed to provide information on what we have and what we could achieve through both a TMMP, and RTC in Hastings County.

Shortly after, in March 2017, NHEDC supported and incubated a Trails Leadership Subcommittee (TLS).

In June 2017, NHEDC received an OTF Seed Grant in the amount \$42,900.00 (total project \$56,025.00) to create a TDP and TMMP. A Master Plan is the guiding document for development, user groups, and maintenance standards to ensure safety, user education and management are held to the highest standard.

The TMMP was completed in March 2018. It addressed the need for a comprehensive approach to recreation infrastructure, specifically trail planning and development throughout the region and provided a framework for future decision-making. It continues to serve as our long-term planning tool to guide the development of recreation infrastructure for new trails and open space linkages, and to assist in negotiations to acquire routes for recreational infrastructure and recreation/active transportation as opportunities arise.

In December 2018, the NHEDC's TLS was dissolved and a Hastings Destination Trails Founders Committee was established. The process to incorporate as a not-for-profit organization, under the name Hastings Destination Trails Inc. was started.

In March 2019 HDTI became Incorporated and the contractor for the NHEDC OTF Capital Grant in the amount of \$145,800.00 for the pilot remediation of 18 km of trails. This was the first time an OTF grant of this size was awarded to a Hastings County organization.

Vision Statement

To support and promote the resources for defining and sustaining a unique Hastings County network of quality trails.

Mission Statement

To stimulate economic growth by being a leading resource for trails related education, a catalyst for trail development, and to encourage the use of trails to improve quality of life while enjoying the natural beauty, culture, and history of Hastings County.

Values

The HDTI Board embraces the following values that will guide us along the path to achieving our Vision, Mission and Strategic Priorities:

Leadership

To lead the regional trails community through vision, strategy, purpose, and collaboration. By committing to authenticity and continuous advancement, our selfless service should enhance economic growth for our communities and partners.

Collaboration

Our strategic approach is founded in community and industry collaboration. Acting as the unifying body for all partners in trails, ensures every stakeholder is heard and supported, resources are shared across organizations, and open communication is standard protocol. Together, we are stronger and have the capacity to secure a competitive edge in Ontario's trail tourism landscape.

Stewardship

As stewards of our natural environments, HDTI is dedicated to preserving our rugged wilderness, and the plants and creatures that call it home. In our role as guardian, we respect the delicate relationship between people and land; past and present. We will carefully and responsibly manage and protect our nature, culture and heritage through conservation and sustainable practices.

Sustainability

We are committed to developing a model of enhanced sustainability by nurturing community support and mindfulness, leveraging government funding, and developing creative revenue streams. Strategic investments in visionary leadership, strong governance, and embracing calculated partnerships will secure long-term prosperity.

Innovation

We are committed to evolution and excellence. By focusing on global emerging trails trends in strategy, education, development, research, uses, and communication, we will continue to use best practices to challenge the status quo.

Integrity

We are committed to conducting fair, equitable, respectful, transparent, and honest business practices with no conflict of interest. We, as a RTC, will conduct ourselves professionally, act with integrity and hold the interests of the broad community at the heart of our work.

2020 - 2024 Strategic Priorities

Board Governance	Collaboration	Product Development	Marketing & Communications	Sustainability
Board Governance Model	Strategic Plan Awareness	Business Plan	Trail Awareness	Human Resources
Committee Development	Collective Partnerships	User Experience	Use of Trails	Financial Management
	Stakeholder Affiliation	Bring Trails to Provincial Standards	Collaborative Communication Plan	
	Risk Management for Landowners	Facilitate New Trails	Partner Promotion	
	Volunteer Development	Water Trail Pilot		
	Strengthen Alignment			

Commitment to Volunteerism

HDTI has adopted the Canadian Code for Volunteer Involvement as a statement that defines their values and beliefs around volunteerism as follows.

Values for Volunteer Involvement

- Volunteer involvement is vital to a just and democratic society. It fosters civic responsibility, participation, and interaction.
- Volunteer involvement strengthens communities. It promotes change and development by identifying and responding to community needs.
- Volunteer involvement mutually benefits both the volunteer and the organization. It increases the capacity of organizations to accomplish their goals and provides volunteers with opportunities to develop and contribute.
- Volunteer involvement is based on relationships. Volunteers are expected to act with integrity and be respectful and responsive to others with whom they interact.

Guiding Principles for Volunteer Involvement

Volunteers have rights. Voluntary organizations recognize that volunteers are a vital human resource and will commit to the appropriate infrastructure to support volunteers.

- The organization's practices ensure effective volunteer involvement.
- The organization commits to providing a safe and supportive environment for volunteers.

Volunteers make a commitment and are accountable to the organization.

- Volunteers will act with respect for beneficiaries and community.
- Volunteers will act responsibly and with integrity.

Volunteer Benefits

With busy lives, it can be hard to find time to volunteer. However, the benefits of volunteering can be enormous. Volunteering offers vital help to people in need, worthwhile causes, and the community, but the benefits can be even greater for you, the volunteer. The right match can help you to find friends, connect with the community, learn new skills, and even advance your career.

Giving to others can also help protect your mental and physical health. It can reduce stress, combat depression, keep you mentally stimulated, and provide a sense of purpose. While it is true that the more you volunteer, the more benefits you will experience, volunteering does not have to involve a long-term commitment or take a huge amount of time out of your busy day. Giving in even simple ways can help those in need and improve your health and happiness.

4 ways to feel healthier and happier through volunteering:

- It connects you to others.
- It is good for your mind and body.
- It can advance your career.
- It brings fun and fulfillment to your life.

Volunteer Positions

Board of Directors

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance, and financial management policies, as well as by making sure the non-profit has adequate resources to advance its mission.

Board members:

- Take care of the non-profit by ensuring prudent use of all assets, including facility, people, and good will.
- Ensure that the non-profit's activities and transactions are, first and foremost, advancing its mission.
- Recognize and disclose conflicts of interest.
- Make decisions that are in the best interest of the non-profit corporation; not in the best interest of the individual board member (or any other individual or for-profit entity).
- Ensure that the non-profit obeys applicable laws and regulations; follows its own bylaws; and that the non-profit adheres to its stated corporate purposes/mission.

Committees

Administrative

The Administrative Committee is responsible for:

- Overseeing the governance of HDTI, including recommending by-law and policy changes, ensuring the implementation of policies by staff and volunteers as appropriate, reviewing board and committee performance and succession.
- Providing advice, recommendations, and guidance to HDTI management/board, with respect to developing and adhering to budget, funding, and financial and administrative policies, and to ensure HDTI sustains long-term financial stability.
- Revenue generation activities and initiatives and the planning, coordination, and implementation of all fundraising activities.

Volunteer and Trail Management

The Volunteer/Trail Management Committee is responsible for:

- Educating volunteers/partners on the best practices of trail maintenance, trail enhancement, trail development, trail standards, quality assurance, and risk management.
- All activities related to volunteer management, recognition, awards, and member & volunteer events.

Marketing and Communications

The Marketing & Communications Committee is responsible for:

- Overseeing the development and implementation of effective Marketing & Communications plans for HDTI.

General

Trail Maintenance Crew Member

Trail Maintenance Crew Members go out as a member of a work party on an as needed bases and helps with construction and repairs on the trail.

Events Team Member

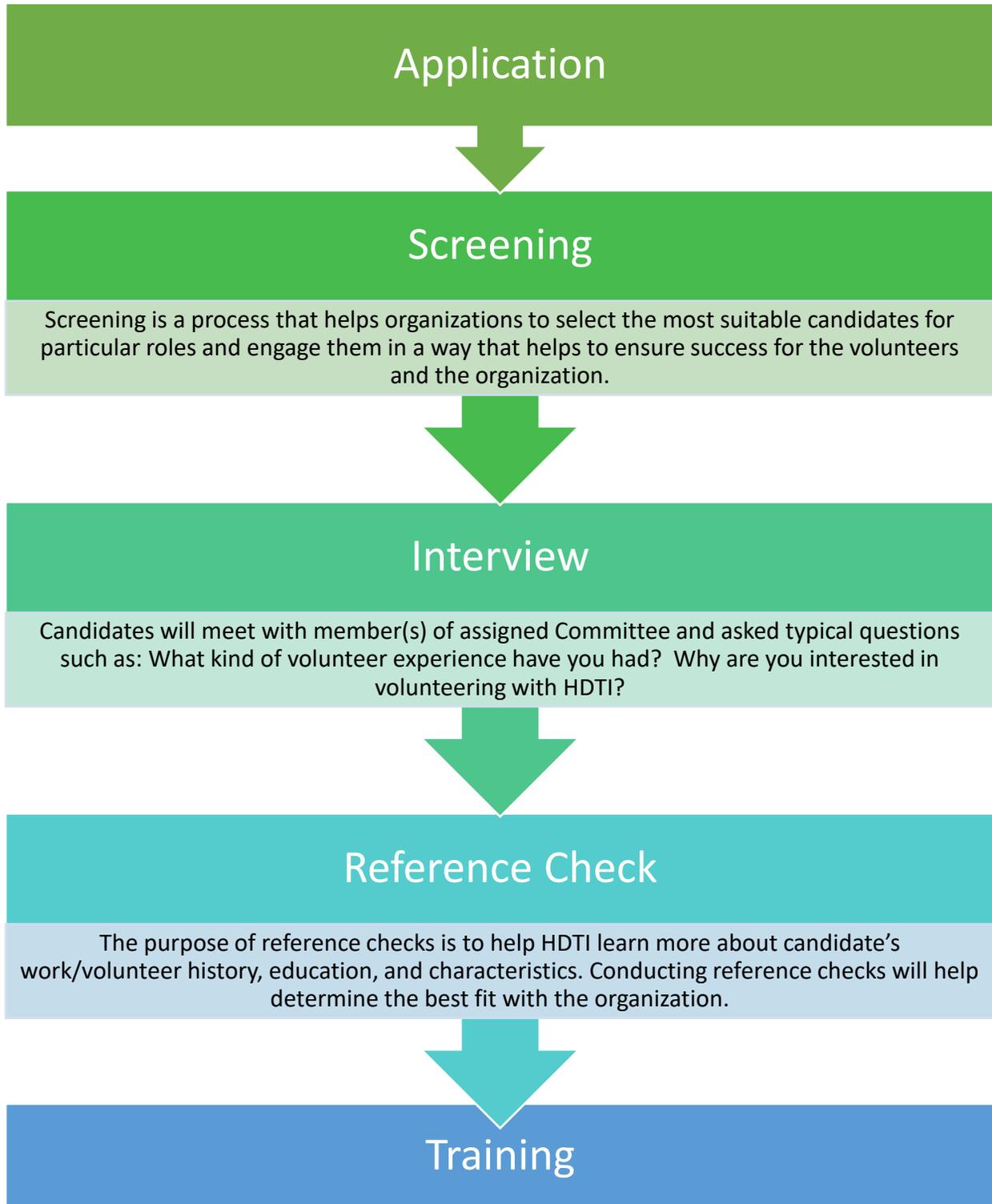
HDTI holds various special events throughout the year. An events team member will assist to ensure the event goes smoothly.

Marketing & Communications Team Member

Will assist the Marketing & Communications Committee in promoting HDTI's work, activities, volunteering opportunities and other activities aimed at connecting the community with HDTI.

Full volunteer position descriptions can be obtained by emailing hastingstrails@gmail.com or on website www.hastingstrails.ca

Application Process Flow Chart



Volunteer Application Forms

Board of Directors Application

The Hastings Destination Trails Inc. (HDTI) Board functions as a Management-Team Board, where several committees help carry out the activities of the organization and adhere to the Ontario governing legislation and the HDTI By-laws.

We appreciate the time and effort you will be investing towards providing us with the information we require to consider you for directorship.

Term Length and Time Commitment

Each director is expected to serve for a two-year term. These terms will be staggered so that no more than a third of the seats become vacant each year. Shorter terms may be available due to resignations and candidates will be informed if this option is available. The HDTI Board meets in person approximately 10 times per year for roughly 2- 3 hours.

Qualifications

- Candidates must be prepared to set aside local agendas and serve on behalf of all communities of Hastings County.
- A director must:
 - be at least 18 years old
 - not have been declared incapable under the laws of Ontario, or by a court in a jurisdiction outside Canada
 - be an individual (a corporation cannot be a director)
 - not be in bankrupt status

Applicant Contact Information

Name			
Address			
City			
Province		Postal Code	
Home Phone			
Email			

What motivates you to become a board member for Hastings Destination Trails Inc.?

What qualifications and/or skills would you bring to the board?

Please describe your past board experience (including types of boards on which you have participated).

The Board of Directors seeks a complementary balance of knowledge, skills, and experience at a Governance Level. Please identify those areas in which you have basic or advanced competencies and areas you are interested in.

Board Governance	Basic	Advanced	Interested		Basic	Advanced	Interested
Business Management				Government/Political			
Community Leadership				Human Resources			
Education/Training				Legal			
Event Planning				Marketing/Public Relations			
Finance/Accounting				Quality/Risk Management			
Fundraising				Strategic Planning			
OTHER							

References: Please provide the name and contact number for two references:

Name		Phone	
Name		Phone	

I agree to:

- Allow HDTI to contact and receive information for the references listed above.

I declare to:

- Maintain confidentiality and not disclose any HDTI information without written consent from HDTI.

Please attach a current resume to your application.

By submitting this application and a resume, I declare that:

- I meet the eligibility criteria and accept the conditions of nomination as delineated.
- I certify that the information in this application and in my resume is accurate and true.

Applicant Name (please print) _____

Applicant Signature _____ Date _____

LEGAL GUARDIAN CONSENT (REQUIRED IF APPLICANT IS UNDER 19)

Guardian Name (please print) _____

Guardian Signature _____ Date _____

Committee Member Application

Committees (please check committee(s) you are interested in)

Administrative Committee

Responsible for:

- Overseeing the governance of HDTI, including recommending by-law and policy changes, ensuring the implementation of policies by staff and volunteers as appropriate, reviewing board and committee performance and succession.
- Providing advice, recommendations, and guidance to HDTI management/board, with respect to developing and adhering to budget, funding, and financial and administrative policies, and to ensure HDTI sustains long-term financial stability.
- Revenue generation activities and initiatives and the planning, coordination, and implementation of all fundraising activities.

Marketing & Communications Committee

Responsible for:

- Overseeing the development and implementation of effective Marketing & Communications plans for HDTI.

Volunteer/Trail Management Committee

Responsible for:

- Educating volunteers/partners on the best practices of trail maintenance, trail enhancement, trail development, trail standards, quality assurance, and risk management.
- All activities related to volunteer management, recognition, awards, and member & volunteer events.

Applicant Contact Information

Name			
Address			
City			
Province		Postal Code	
Phone			
Email			

What motivates you to become a committee member for Hastings Destination Trails Inc.?

What qualifications and/or skills would you bring to the committee(s)?

References: Please provide the name and contact number for two references:

Name		Phone	
Name		Phone	

I agree to:

- Allow HDTI to contact and receive information for the references listed above.

I declare to:

- Maintain confidentiality and not disclose any HDTI information without written consent from HDTI.

Please attach a current resume to your application.

By submitting this application and a resume, I declare that:

- I certify that the information in this application and in my resume is accurate and true.

Applicant Name (please print) _____

Applicant Signature _____ Date _____

LEGAL GUARDIAN CONSENT (REQUIRED IF APPLICANT IS UNDER 19)

Guardian Name (please print) _____

Guardian Signature _____ Date _____

General Volunteer Application

Applicant Contact Information

Name			
Address			
City			
Province		Postal Code	
Phone			
Email			

Are you 18 years or older? Yes No Do you have access to a vehicle? Yes No

How did you hear about volunteering with Hastings Destination Trails Inc.?

What is your availability? (please circle all that apply)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday
AM/PM/EVE AM/PM/EVE AM/PM/EVE AM/PM/EVE AM/PM/EVE AM/PM/EVE AM/PM/EVE

Which of the following volunteer positions are you interested in? (please check all that apply)

- Trails Maintenance Crew Member
- Events Team Member
- Marketing and Promotion Team Member

Skills / Interests (please check all that apply)

- Environmental /Stewardship
- Event Planning
- Fundraising
- Photography
- Public Speaking
- Social Media
- Trail Maintenance & Construction
- Video Editing
- Website Development
- Writing/Editing

Are there other skills / interests you would like us to know about?

Briefly describe any volunteer experiences you have had with other organizations.

Please tell us your reasons for wanting to volunteer with Hastings Destination Trails Inc.

References: Please provide the name and contact number for two references:

Name		Phone	
Name		Phone	

I agree to:

- Allow HDTI to contact and receive information for the references listed above.
- Supply a current Vulnerable Sector Screening Check should my volunteer services be required by HDTI.

I declare to:

- Maintain confidentiality and not disclose any HDTI information without written consent from HDTI.

Applicant Name (please print) _____

Applicant Signature _____ Date _____

LEGAL GUARDIAN CONSENT (REQUIRED IF APPLICANT IS UNDER 19)

Guardian Name (please print) _____

Guardian Signature _____ Date _____