

POSITION: Volunteer Committee Member

We are looking for motivated individuals who are interested in securing ecological, agricultural and cultural lands for public benefit throughout the Niagara Peninsula today for future generations by participating on the Niagara Land Trusts various committees. Positions are starting immediately and involve participating in committee meetings approx once per month, plus additional field/site visits as required.

| Committee Overview | Assets Background in one or any of the following, but not required |
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| Science & Stewardship (S&S) Committee - | |
| Oversees and completes that background research, field work and is responsible for designing the stewardship plan for the long-term management of each property we own or manage. Also, this committee coordinates that Property Stewardship Teams. | <ul style="list-style-type: none"> - Ecology - Biology - Botany - Best management Practices - Stewardship/Conservation issues - Flora/Fauna ID - Scientific Report Writing - GIS - And more... |
| Land Review & Securement (LRS) Committee | |
| Evaluates each potential project/property presented to the Niagara Land Trust. Lands presented are evaluated against established selection criteria. **Be prepared to sign a confidentiality agreement as information presented is sensitive | <ul style="list-style-type: none"> - Real Estate - Lawyer - Estate/Financial Planning - Ecological Gifts/ Tax Incentive Programs - Appraisal - Farmer - Rural Landowner - Planning - Registry office - And more... |
| Fundraising & Marketing (F&M) Committee | |
| Aids in the communications and marketing of the Niagara Land Trust as well as coordinating fundraising activities and events. | <ul style="list-style-type: none"> - Fundraising - Marketing - Communications - Event planning |
| Nominations & Membership Committee | |
| Responsible for volunteer and member recruitment and recognition. | <ul style="list-style-type: none"> - Communications - Networking - Volunteer Management |

DUTIES & RESPONSIBILITIES - MEMBER

- ✓ Attend monthly meetings and important related meetings
- ✓ Attends field outings as required
- ✓ Stays informed about committee matters, prepares themselves well for meetings, and review and comments for minutes and reports
- ✓ Support the NLT mission and be an advocate of the NLT

DUTIES & RESPONSIBILITIES – COMMITTEE CHAIR

- ✓ Is a member of the Niagara Land Trust
- ✓ Sets tone for committee work
- ✓ Ensures that members have the information needed to do their jobs
- ✓ Works closely with Executive Director and staff as required
- ✓ Chairs meetings after developing the agenda with assistance if required
- ✓ Oversees the logistics of the committee operations
- ✓ Reports to Board on committee's decisions/recommendations
- ✓ Assigns work to committee members, sets the agenda, runs meetings
- ✓ Initiates and leads the committee's annual evaluation

DUTIES & RESPONSIBILITIES – COMMITTEE VICE CHAIR

- ✓ Is a member of the Niagara Land Trust

- ✓ Performs Chair responsibilities when the Chair cannot be available (see above)
- ✓ Works closely with Chair and other staff as required

DUTIES & RESPONSIBILITIES – COMMITTEE SECRETARY

- ✓ Is a member of the Niagara Land Trust
- ✓ Takes and manages minutes of the Science & Stewardship Committee
- ✓ Ensures draft minutes are distributed to the committee shortly after each meeting
- ✓ Typing/computer skills are ideal as all NLT documents are electronic

REQUIREMENTS

- ✓ Become a Friend of the Niagara Land Trust would be ideal but not required
- ✓ Computer/email access would be ideal

LOCATION: Throughout the Niagara Region

THE COMPLETE APPLICATION PROCESS WILL CONSIST OF:

- ✓ A resume outlining relevant experience
- ✓ A cover letter describing why you would be a good fit for this position
- ✓ Future opportunity to become a member of the Niagara Land Trust

BENEFITS

- ✓ Being a part of protecting our natural heritage
- ✓ Opportunity to attend various training opportunities