

POSITION: Volunteer Director

ORGANIZATION: Niagara Land Trust Foundation (www.niagaralandtrust.com)

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. In this leadership position, you will be part of a Board that oversees all aspects of the organization and work with Staff to achieve our mission; conserving Niagara's natural heritage.

WHO WE ARE

The Niagara Land Trust is an environmental non-profit charity, whose goal is to secure Niagara's ecological, agricultural and cultural landscapes for public benefit today for future generations. We strive to be leaders in sustainable land stewardship, as well as, use Best Management Practices; we'd love you to be a part of it.

VOLUNTEER OPPORTUNITY

The Niagara Land Trust's Volunteer Director Position is starting immediately (training)/in March (officially) and lasts for a three year term. The position involves participating in Board meetings approx 1 per month, plus sitting on one of the other Niagara Land Trusts 5 committees (Science & Stewardship, Land Review & Securement, Fundraising & Marketing, Nominations & Membership, and Strategic Planning) which is also approx one meeting per month. As a Director you are a leader and responsible for the overall governance of the organization. Positions on the Executive Committee (Chair, Vice Chair, Treasurer and Secretary) are for 1 year terms are elected annually by Directors.

DIRECTOR DUTIES & RESPONSIBILITIES

- ✓ Leadership
- ✓ Attend monthly Board meetings and important related meetings
- ✓ Stays informed about organization matters, prepares themselves well for meetings, and reviews and comments for minutes and reports
- ✓ Participate on one of the other NLT Committees
- ✓ Be an advocate of the NLT
- ✓ Actively involved in fund raising
- ✓ Responsible for overseeing the financial and statutory responsibilities of the organization as a registered charity
- ✓ Participate, develop and revise the Strategic Plan
- ✓ Approves, monitors and reviews Policies and Procedures
- ✓ Recommends replacement at the end of a 3 year term

EXECUTIVE COMMITTEE - CHAIR

- ✓ Is a member of the Board
- ✓ Official Spokesperson
- ✓ Executive Director reports to the Chair
- ✓ Chairs meetings of the Board after developing the agenda with the Executive Director
- ✓ Plays a leading role in fundraising activities
- ✓ Encourages Board's role in strategic planning
- ✓ Initiates Board Evaluation with the Executive Committee
- ✓ Performs other responsibilities assigned by the Board

EXECUTIVE COMMITTEE - VICE CHAIR

- ✓ Is a member of the Board
- ✓ Performs Chair responsibilities when the Chair cannot be available (see above)

- ✓ Report's to Board Chair
- ✓ Works closely with Chair and other staff
- ✓ Performs other responsibilities assigned by the Board

EXECUTIVE COMMITTEE - TREASURER

- ✓ Is a member of the Board
- ✓ Manages finances of the organization while being in consultation with Executive Director or Book Keeper
- ✓ Provides monthly finance summary at each Board meeting
- ✓ Works with Executive Director/book keeper in supplying necessary paperwork to auditors in order to prepare financial statements
- ✓ Works with Executive Director to provide an annual budget for Board approval
- ✓ Ensures development and board review of financial policies and procedures

EXECUTIVE COMMITTEE - SECRETARY

- ✓ Is a member of the Board
- ✓ Maintains records of the Board and ensures effective management of organizations records (with Staff?)
- ✓ Manages minutes of the Board Meetings
- ✓ Ensures minutes are distributed to Board shortly after each meeting
- ✓ Is sufficiently familiar with legal documents (by-laws, etc) to not applicability during meetings

ASSETS

Background in one or any of the following would be ideal, but not required

- | | |
|-------------------------------|----------------------------------|
| ○ Real Estate | ○ General Business understanding |
| ○ Estate/Financial Planning | ○ Legal |
| ○ Science Related/ Naturalist | ○ Conservation/Stewardship |
| ○ Planning and Policy | ○ Appraisal |
| ○ Event Coordination | ○ Forestry |
| ○ Fundraising | ○ And many more... |
| ○ Farmer | |
| ○ Rural Landowner | |

REQUIREMENTS

- ✓ Be a member of the Niagara Land Trust
- ✓ Become a Friend of the Niagara Land Trust
- ✓ 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 accompanied with the NLT member application
- ✓ Upon acceptance, attending Board/Committee meetings will occur for a few months before the official term begins

BENEFITS

- ✓ Gain practical experience in conservation, stewardship, fundraising and outreach
- ✓ Opportunity to attend various training opportunities
- ✓ Being part of protecting our natural heritage