



Volunteer Manual

February 2014

Our Mission:

“To provide the support, knowledge, information, technology and resources necessary to promote the construction and use of recreational trail throughout Manitoba, thereby improving the economy, the environment and human wellbeing”

About Trails Manitoba

Trails Manitoba was founded by volunteers and the work that all volunteers do is essential to Trails Manitoba (TM). Our volunteers are everyday trail builders, stewards, promoters, policy developers, educators, leaders and trail users. Volunteers are the backbone of our organization and worthy of respect and recognition for their contributions to our shared vision of a healthy, active citizenry with a strong respect for each other and our environment.

Trails Manitoba / Sentiers Manitoba is the official body overseeing the coordination of the building, promotion and maintenance of the Trans Canada Trail (TCT), Manitoba's Signature Millennium Project. Trails Manitoba is governed by a volunteer board and works in collaboration with 22 regional trail associations.

What we do:

Facilitate trail development in Manitoba by:

- Raising funds for trail development and stewardship
- Providing funding to members for trail development
- Steering the Border to Beaches Trail Initiative
- Partnering with like minded organization to complete approved projects
- Linking members with expert advice on trail design, construction, and maintenance

Promote Manitoba's trails, including the Trans Canada Trail, and trail use by:

- Providing trail information on our website, www.trailsmanitoba.ca
- Providing trail-related information through our blog
- Promoting International Trails Day (ITD) events (ITD is the second Saturday in June)
- Attending trade shows, workshops, and conferences to share trail information
- Assisting members in developing local trail promotion materials

Advocate for trail development in Manitoba by:

- Maintaining a close relationship with the Province of Manitoba through the provincial Trails Consultant and Active Transportation Coordinator
- Maintaining close relationships with Municipalities and communities along our trail.
- Participating in the Provincial Active Transportation Public Stakeholder Advisory Group
- Participating in the Canadian Trails Federation
- Working closely with Trans Canada Trail Charitable Organization

Our History

The roots of the MRTA (Trails Manitoba) go back to the 1980's, when a group of civil servants saw an opportunity for the development of recreational trails in the rail lines that were slated for abandonment in the mid-1980's (rails to trails).

In 1992 the Trans Canada Trail was born and the MRTA became the official provincial trail council for the TCT. The MRTA incorporated on February 24, 1993 and outlined criteria for the development of Manitoba's TCT. Criteria included the use of abandoned rail lines, provincial parks, Wildlife Management Areas, important geographic regions and important ethnic communities.

Since incorporating, Manitoba's planned section of TCT has grown from 900 km to over 1,400 km. As of January 2014, 92% of the province's Trans Canada Trail is operational. As Manitoba's Signature Millennium Project, the Trans Canada Trail has received substantial support from the Government of Manitoba and Manitobans of all walks of life. The members of Trails Manitoba are striving to fully connect our provincial trail ahead of 2017, the 150th anniversary of confederation.

Volunteer Policies

Premise

Volunteers are valued members of Trails Manitoba who provide unpaid services to the organization. Volunteers assist in carrying out our mission by working in varying capacities. Volunteers commit personal time to fulfill requirements that are different than, and occasionally beyond the scope of, the normal responsibilities of paid employees. They also do not have the same level of authority or responsibility of paid employees or elected board members. Volunteers are expected for completing duties mutually agreed upon in a timely fashion at the direction of Trails Manitoba.

Respectful workplace

Every volunteer can expect to be treated respectfully in the workplace. Trails Manitoba recognizes its responsibility to build and maintain a diverse respectful workplace, where volunteers and employees enjoy an environment in which the dignity and self-respect of each individual is valued.

Volunteer Code of Conduct

Volunteers have a responsibility to Trails Manitoba, fellow volunteers and the community to adhere to certain guidelines of conduct. Each volunteer is expected to act in a mature and responsible manner at all times. Volunteers are expected to:

- Treat all members of Trail Manitoba, our partners and the public fairly, regardless of gender, ethnic background, religion, political belief or economic status.
- Conduct themselves in a manner that demonstrates a positive role and a responsible representative of the organization.

- Consistently display high personal standards and project a favorable image of Trails Manitoba.
- Whenever possible, ensure the safety of participants and volunteers.
- Refrain from public criticism of volunteers and Trails Manitoba.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language while volunteering.
- Act in a conflict of interest free manner.

Please note that this policy extends to social media, verbal and electronic communications.

Confidentiality

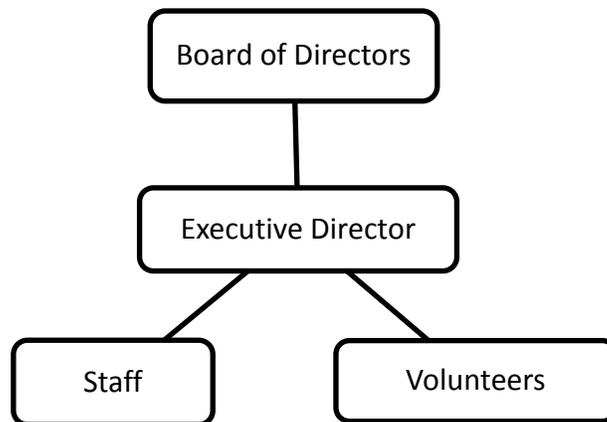
All information concerning projects, our staff, volunteers, donors, financial data, policies and business records of Trails Manitoba are considered confidential unless publicly available through the Trails Manitoba website, blog or any other publicly available media. A breach of confidentiality may result in termination of services or other corrective action.

Please note that this policy extends to social media, verbal and electronic communications.

Reporting Authority

Volunteers will report to either the Executive Director or to another specified designate.

Simple organisational chart:



Hiring and Orientation

All volunteers should complete a volunteer application (appendix 1) and sign the Volunteer Orientation Checklist and confidentiality agreement. Applications will be reviewed and eligible applicants contacted to arrange an introductory meeting and orientation. Positions that deal with sensitive information and that have a significant impact on the organization may require reference checks and other background information.

Volunteers must submit:

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- Completed volunteer application form
- Volunteer Orientation Checklist
- Signed confidentiality agreement
- References upon request

Prior to the orientation volunteers will receive a copy of the volunteer handbook. At the orientation meeting, volunteers will view a presentation describing the work of Trails Manitoba, identify shared goals between the volunteer and organization, sign the orientation checklist to confirm that they have reviewed the handbook and confidentiality agreement and agree to follow the policies therein.

Volunteers will work with the Executive Director to develop a job description and identify and meet specific objectives in a timely manner.

Supervision and Evaluation

Volunteers are entitled to be adequately trained and supervised while working for Trails Manitoba. The level of training and supervision will vary depending on the skill and ability of the volunteer and the nature of the agreed upon work. Volunteers will be asked to meet annually with the Executive Director to review performance, identify new goals and opportunities for the coming year, and to share their views about the organization.

Performance reviews and annual goals shall be documented and will form the basis for references provided to the volunteer.

Termination

Volunteers who do not meet expectations set out in the Code of Volunteer Conduct, break confidentiality, or otherwise do not meet the standards of agreed upon work will be asked to leave the organization.

Social Media

Volunteers with responsibility for social media (e.g. Face book, Twitter and etc.) will receive a copy of the social media policy and goals. Social media is a powerful communications tool and should not be used lightly. Volunteers using social media on behalf of Trails Manitoba must follow the Volunteer Code of Conduct and Confidentiality policies in all communications. Under no circumstances may volunteers share confidential information about Trails Manitoba through social media. Volunteers may share information that is already public and are encouraged to do so. Volunteers are encouraged to contact staff at any time for clarification of public vs. private information.

Expenses

Volunteers will be reimbursed for expenses that are made at the direction of the Executive Director. For reimbursement, volunteers are asked to complete a personal expense form and return it to the Executive Director for processing.