



# Aspotogan Heritage Trust

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## Board of Directors

Thank you for your interest in becoming a Director of the Aspotogan Heritage Trust. Each year, as Directors retire, the Trust extends an open invitation to members of the community to serve on the Board. We are pleased to offer you the opportunity to review the attached *Director Recruitment Package*.

Within the package, you will find background information about the Trust, as well as an application form. If you would like to continue with the process after reviewing the information, we would ask that you complete the attached application form and return it to our office, together with a cover letter indicating your reason for applying. You may keep the background information for your own purposes.

All applications will be reviewed in April and those offered a Directorship would begin their term at the board meeting in June. We will be accepting applications until April 1, 2019.

Once all the applications have been reviewed and the recommendations passed by the Board, you will be informed of their decision.

Should you have any questions regarding the application process, please feel free to contact our office at (902) 857-1133. I look forward to receiving your application.

Sincerely,

Kathryn Gamache, Executive Director  
Aspotogan Heritage Trust Society

/enclosure

# **DIRECTORS RECRUITMENT PACKAGE**



## *Application Process for the Board of Directors*

The Aspotogan Heritage Trust (AHT) seeks to have the makeup of the Board be, as much as possible, reflective of the geographic and economic sectors of the community we serve. It should seek a balance of genders as well as have at least one youth member (aged 18 to 30). The Board should collectively possess a high level of financial, community and business knowledge and respect for ethical conduct.

The Nominating Committee is responsible for implementing the Board recruitment procedures.

Candidates wishing to be considered for director positions with the Aspotogan Heritage Trust will:

- complete an application form
- submit a covering letter outlining their interest and experience
- be willing to meet with the Nominating Committee, if need be to gain further information or insight

When a candidate has been offered and accepted an appointment to the board, the following documentation will be signed:

- the volunteer contract
- job description
- confidentiality agreement
- conflict of interest disclosure

New Board members shall receive a thorough orientation to their position prior to their first meeting or within one month of becoming a member of the Board.

# *The Aspotogan Heritage Trust*

## *Introduction*

The Aspotogan Heritage Trust, formerly the Mill Cove Park Development Agency, has a responsibility to manage and use its assets in ways that will ensure the financial sustainability of the Trust for generations to come, while allowing it to act as a tool for social, cultural, educational, economic and environmental development in the Aspotogan region.

## *Mission Statement*

*“To use funds generated by the Aspotogan Preservation Trust\*, to encourage and support social, cultural, educational, environmental and economic development in the region.”*

**\* The Aspotogan Preservation Trust is the entity that holds the bulk of the trust funds and funding is provided annually to the Aspotogan Heritage Trust the operational arm of the organization. The board of directors are the same for the APT and the AHT.**

## *Values*

- We embrace and support growth and change that is respectful of our region’s history and culture and that preserves or enhances individual connectivity to one another and provides for the broad benefits to the community.
- We value the land, waters and creatures and seek to protect these assets for the future enjoyment of all by influencing and encouraging management practices that seek to balance the preservation of these assets with the many demands placed upon them.
- We believe in being accountable and value critical commentary and compliments alike.
- The Trust treats all with whom it deals or employs without prejudice, regardless of sex, age, colour, creed, ethnicity, physical ability, sexual orientation or religious affiliation.

## *Community Vision*

*“The Aspotogan region is a community of communities committed to the well-being of each resident and to fostering economic, social and cultural growth consistent with our lifestyles, traditions, environment and heritage”*

## *Area of Service*

The activities of the Society are to be carried on in general in or around the Aspotogan Peninsula, Nova Scotia, Canada. The Aspotogan Region is defined as that area lying west of the Still Water Brook in Black Point, east of the East River in Chester Municipality, south of Highway 103 and north of the waters of St. Margaret's and Mahone Bays, containing the communities of Queensland, Hubbards, Fox Point, Mill Cove, Birchy Head, The Lodge, Northwest Cove, Southwest Cove, Aspotogan, Colemans Cove, Bayswater, Blandford, Deep Cove, East River and Simms Settlement.

## *Overview*

The Board of Directors is the legal authority for prudent oversight of the Trust's mandate. It is responsible for implementing the organization's mission. The Board's job is to govern the affairs of the Trust within relevant legislation and standards, and within board policy. Day-to-day operations are the responsibility of the Executive Director.

## *Board Structure*

The Board of Directors is comprised of 10-12 Board members, as detailed in the By-laws. The elected officers of the Trust are the Chair, Vice-Chair, Treasurer and Secretary.

## *It is imperative that...*

1. the board of directors be seen as a non-partisan group;
2. that directors not take partisan positions while serving on the board; and
3. that directors wishing to be actively involved in partisan activities, must resign from the board

## **Board of Directors Aspotogan Heritage Trust**

**Title:** Director

**Accountable To:** The full board

**Core Function:** To participate as a board member in directing the affairs of the Trust, guided by the articles of incorporation, the by-laws, and board policies, so that it effectively moves toward achieving the goals and objectives of the organization.

### **Duties and Responsibilities:**

To participant jointly with the other members of the board of directors in carrying out the following responsibilities of the board:

1. Oversee development and approval of a long-term plan and approve annual budgets and operating plans;
2. Define and/or safeguard the Trust's mission;
3. Govern the Trust through policies and objectives approved by the Board and reviewed periodically;
4. Select and support a senior staff member to whom the responsibility for administration of the Trust is delegated;
5. Review and evaluate regularly the performance of the senior staff member according to the job description and approved objectives;
6. Ensure prudent and proper management of the Trust's resources;
7. Approve and periodically review personnel policies;
8. Recruit new directors according to policy;
9. Report to the community; and
10. Decide how assets are to be invested and employed, and how profits are to be allocated as a community benefactor and community investor.



# ASPOTOGAN HERITAGE TRUST

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## *Application Form Board of Directors*

Name: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email: \_\_\_\_\_

**Why are you interested in becoming a member of this board?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What skills and/or talents do you feel you can contribute to the Trust?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Briefly describe relevant experience in your career, or serving your community:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return information to: Aspotogan Heritage Trust  
Box 99  
Hubbards, Nova Scotia B0J 1T0  
Email: [connect@aspotogan.org](mailto:connect@aspotogan.org)  
Fax: (902) 857-1117