

CHAPTER NINE

MEMBERSHIP AND VOLUNTEERS' ACTIVITIES

From the very beginning ORTA flourished as many volunteer hours were invested in publicising the moraine, our proposed trail and recruitment of Members to further these goals. Volunteer Coordinator Peter Attfield's yellow insert in Summer 2000 Trail Talk – see Appendix 9.1 - identified the many volunteers needed for ORTA to further all its perceived opportunities.

Membership Categories and Dues

As recounted in Chapter Two 35 individuals signed up at the Founding Meeting in May 1992 and another 14 (some were couples) joined by October. The annual Membership Fee was set at \$15.00 with a reduced rate of \$10.00 for students.¹

Questions soon arose, not only internally but also from the insurers: Is a Membership for an individual? What about spouses and children? So, the category of Family Membership was introduced at \$20.00 p.a. There could be only one vote per Membership however many might constitute the family. Similarly only one copy of Trail Talk and other mailings would be sent to each household. Eventually the HO's General Liability Insurers agreed to base their premium on the number of Memberships and not on an estimated total number of people.

In 1999 the option of becoming a Life Membership for a one-time subscription of \$300 was introduced. Apparently initially Life Members were presented with a Certificate at the ensuing AGM – we don't have a sample on file

Effective June 1, 2001 dues were increased: Family \$25.00, Individual \$20.00, and Student \$15.00. In proposing this increase at the AGM the Board explained

¹ Founder Kris Keating was a student at Lakeland University, Peterborough.

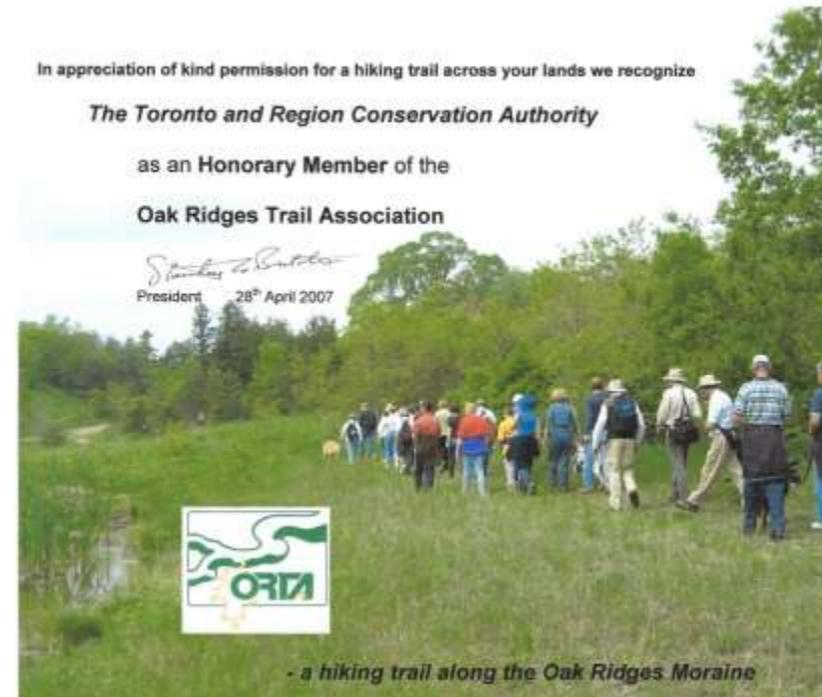
Some people were only interested in participating locally and there was discussion in 1993 of Chapter Memberships at a reduced rate. With the proposed Chapters corresponding to single municipalities looking after 15 to 40 km of trail it was decided ORTA would not follow the BTA model as a "Federation of Clubs" each with its own President, Board and finances administering between 40 and 170 km of trail.

that as we succeeded in getting more of the trail onto private land our costs would increase. The additional \$5.00 p.a. per Member would be held in a Land Acquisition Fund.

At the AGM in 2005 the categories of membership as defined in the Constitution were rationalised. At the same time it was realised that membership dues were not covering base operating costs and thus dues were increased so that donations could be directed towards developments. Hence the new schedule:

Member	\$ 30.00 p.a.	(Family or Individual)
Student Member	\$ 20.00 p.a.	
Life Member	\$450.00	(Per couple)
Honorary Member		

In 2016 the Annual Membership was increased to \$40.00.



Honorary Members

"A person may become an Honorary Member on appointment by the Directors and shall be exempt from payment of dues."

In 2007 the Board decided that all Landowners should be designated as Honorary Members. See Appendix 5.1.

Each was sent a plaque and asked to nominate a representative to attend Members' meetings; few have exercised this option.

Membership Growth

Sylvia Gilchrist remembers that initially it was one of her duties as Secretary to maintain a list of Members.

Year	Members
1993	49
1994	90
1995	130
1996	281
1997	450
1998	610
1999	786
2000	903

In 1995 Bill Roberts joined the board as Membership Co-ordinator and set himself the target of doubling Membership by the next AGM. A target which he surpassed with a total of 281 – “give or take 20 or so who have yet to renew.”

Membership as Reported at AGM



In 1997 the Constitution was revised to make the Membership Co-ordinator and the Publicity Director members of the Executive Committee alongside the Officers (President, Vice-President, Secretary, Treasurer, and Past-President) reflecting the importance of these roles

At the AGM in May 1999 Bill announced “the current membership is 786, 47% of which are Family Memberships.” Bill made a tremendous contribution to ORTA; he participated in promotional activities, processed memberships and renewals and maintained the database. Under Bill’s stewardship net membership increased by 155 a year. As President Bob Ellison wrote in Spring 2000 Trail Talk: “We hadn’t realized what a big job it was until Bill decided to move on to other interests.”

At the AGM in 2000 Sharon Emmerson reported the paid Membership currently stood at 903 which, computing from the number of Family Memberships meant ORTA was 1,436 persons strong.

Membership Teams

A team of three was found necessary to continue the work Bill had been doing; Sharon Emmerson as Membership Co-ordinator was assisted by Diane Hughes to collect and process the mail and deal with enquiries and Laura Novikow to maintain the database, issue renewal notices and make labels for Trail Talk.

In 2002 Marilyn Mussel became Membership Co-ordinator and Charlotte Owen joined the team to handle mailing of packages to new members: A letter of Welcome, an ORTA Crest, a copy of Trail Talk and, if ordered, a Guidebook. *Marilyn and Charlotte*



After Laura Novikow moved away in 2003 Bob Hughes joined the team as technical consultant. He developed the computerised database which allowed items such as membership renewal notices, donation receipts and the Trail Talk mailing list to be generated automatically. Increasingly communications with members was by e-mail; Elinor Allison took on the task of tracking incorrect email addresses.



Bob became Membership Co-ordinator in 2004 and diligently fulfilled this time consuming role for a decade, ably supported by Diane. Charlotte Owen took on the task of mailing membership renewal notices.

Bob and Diane Hughes



Membership Dues became eligible for Income Tax Receipts in 2006; whenever possible these were sent by email from the office. Office Manager, Judith Reda also took on the mailing out of New Member packages and Guidebooks in 2007. Dianne Ziemann took over tracking email addresses.

In 2011 Judy Comfort undertook phoning inactive members and new Office Manager Michele Donnelly added phoning new members to her duties.

Membership Turnover and Decline

Discussions at board meetings and retreats consistently identified good reasons why our membership ought to grow to at least 1,500. But 903 in fact proved to be our peak membership.

Over the years there has been a consistent and continuing pattern of membership turnover. For example in 2003 it was noted we were gaining 14 new members a month but averaging a loss of 20. A good number of people became Members and were quite active for two or three years or so, getting to know the trail in their locality and participating in activities such as trail maintenance, but then moved on to other interests.²

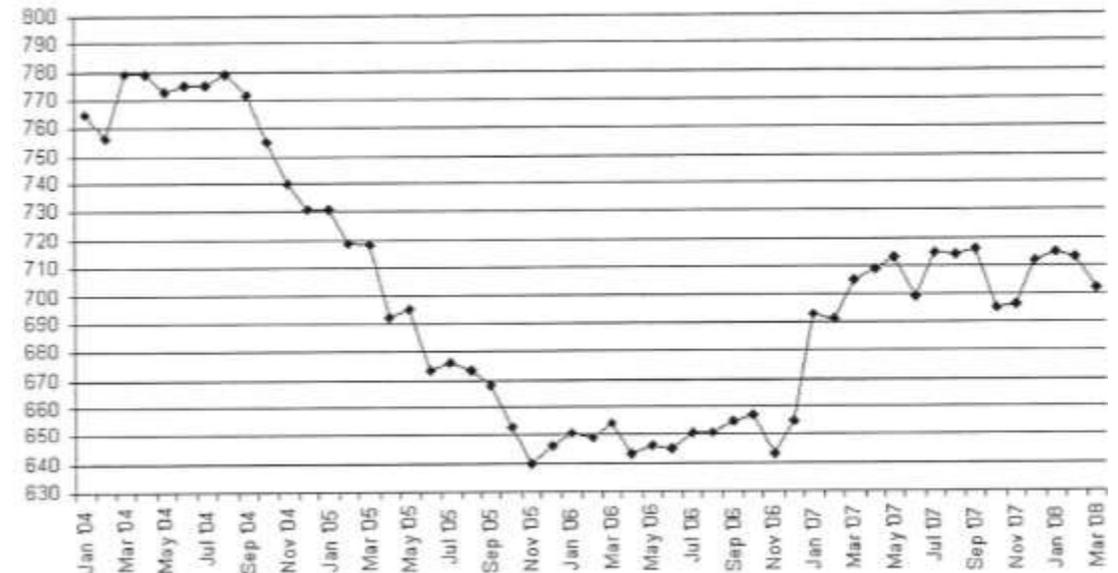
Membership Facts & Figures for March 31, 2001 - 2005

	2005	2004	2003	2002	2001
Total Members	718	779	804	844	855
Breakdown by Membership Type:					
Family	315	367	384	399	431
Individual	377	387	394	425	404
Life Single	23	23	21	18	16
Life Couple	3	1	0	0	0
Student	0	2	5	2	4
Breakdown by Chapter:					
Aurora	267	267	294	321	327
Caledon	35	38	27	27	32
Clarington	44	46	37	39	35
Hope/Hamilton	9	12	18	10	8
King	119	119	149	154	153
Northumberland	7	10	7	7	6
Scugog	50	61	47	49	61
Uxbridge	88	116	123	129	131
Whitchurch-Stouffville	99	110	111	106	102

Particularly during 2002 – 2003 there was a strong effort to arrest this trend by a Membership Committee comprising Diane Hughes as Chair, Volunteer Co-ordinator Virginia Johnson and Publicity Director Wilma Backus working with Marilyn Mussel. Volunteers phoned lapsed members; Chapter Chairs received monthly lists of new members so they could be welcomed and their questions addressed; and, Hike Leaders were reminded to talk to non-members on the benefits of joining ORTA. Advice repeated frequently over the years. Each chapter was asked to have a local publicity representative.

² SGB: Others maybe joined as a way to show their support for protection of the moraine but when The Oak Ridges Moraine Conservation Act addressed their concerns they didn't continue with ORTA. They would learn that our association's role is complementary to STORM's and ORMLT's roles – see Chapter Two, pages 206 and 209.

Also membership fluctuates across the seasons, so it's not always easy to immediately detect trends. This can be seen from this graph presented by Bob Hughes in 2008.



Some Members delay renewal until after a third notice, for example the 2012 Membership Database shows there were also 40 Members listed as lapsed – Annual Dues up to three months overdue – not counted, but not yet struck off.

In preparation for the 20th Anniversary Celebrations in April 2012 an additional 500 copies of the special edition of *Trail Talk* and the Financial Appeal were printed with the objective of mailing to former Members. However, this supply was used up mailing to those who had failed to renew during the previous five years . . . indicating an average turnover of 100 Members per annum.

Below is the Membership in later years as reported at the AGMs:

2006	654	2007	712	(Now includes Landowners)			
2008	703	(including 43 Life Members and 40 Landowners)					
2009	685	(including 52 Life Members and 38 Landowners)					
2010	677	2011	603	2012	606	(including 58 Life Members and 36 Landowners)	
2014	602	2015	593	2016	599	2017	591

Page 12	Trail Talk	Summer 2002
Oak Ridges Trail Association Team <i>team-orta@orta.on.ca</i>		
<p>** Executive Committee and also Director ** = Director</p> <p>President* Harold Sellers (905) 853-3518 fax 853-3149 hps@orta.on.ca 101 Rathledge Ave., Newmarket L3Y 3T5</p> <p>Vice-President* vacant</p> <p>Past President* Robert Ellison (905) 627-0072 past-pres@orta.on.ca 15 Pine Drive, Dundas L9H 6X3</p> <p>Secretary* Suzanne Summers (905) 841-3915 secretary@orta.on.ca 14924 Yimgat St., Ste 206, Aurora L4G 6H7</p> <p>Treasurer* Barry Hamerton (905) 810-3414 treasurer@orta.on.ca 918 Coudroft Way, Newmarket L3Y 8T4</p> <p>Trail* Ray Manella (905) 727-4148 trail@orta.on.ca 38 Stinson Coss., Aurora L4G 6H3</p> <p>Membership* Marilyn Maxwell, Co-ordinator (905) 898-1337 membership@orta.on.ca 400 Crossland Gate, #505, Newmarket L3X 1V9</p> <p>Diane Hughes, Mail Manager (905) 833-5908 mem-mail@orta.on.ca 156 Norman Dr., King City L7B 1J5</p> <p>Laura Nowikow, Database Manager (905) 637-9123 mem-db@orta.on.ca 101-1080 Pinedale Ave., Burlington L7L 5V7</p> <p>Publicity Director* Wilma Backus (905) 853-3407 publicity@orta.on.ca 321 Maple St., Newmarket L3Y 5K3</p> <p>Bob Hughes, Webmaster see Diane Hughes webmaster@orta.on.ca</p> <p>Bill Roberts, E-Mail (905) 898-1707 info@orta.on.ca 353 Carter St., Newmarket L3Y 3X9</p> <p>Hike** Jill Debie (905) 756-1473 hikes@orta.on.ca 26 Densford Way, Thornhill L3T 4Y9</p> <p>Fund Raising** Diane Piche (905) 773-4199 funds@orta.on.ca 83 Elm Grove, Richmond Hill L4E 2W8</p> <p>Guidebook Peter Atfield (905) 773-3935 guidebook@orta.on.ca 13236 Bayview Ave., Richmond Hill L4E 3C8</p> <p>Trail Talk** Brian Logan (905) 812-5019 editor@orta.on.ca 28 Fourth Ave. North, Uxbridge L9P 1V3</p>	<p>Volunteer Coordinator vacant</p> <p>Hike Ontario Representative Sharon Emerson see Directors-at-Large</p> <p>Director-at-Large** Tom Atkins (905) 841-9583 vatkins@sympatico.ca 3645 17th Side Road, King City L7B 1E4</p> <p>Peter Atfield see Guidebook</p> <p>Sharon Emerson (905) 895-4812 sharon.emerson@sympatico.ca 274 Roywood Coss., Newmarket L3Y 1A5</p> <p>Michael McAlister (905) 668-4341 mcalister@comcast.com 5 Knotty Pine Dr., Whitby L1R 2J6</p>	<p>King Bruce Chambers, Chair** (905) 727-5284 king@orta.on.ca 2440 17th Side Road, King City L7B 1A3</p> <p>Ed Miller, Vice-Chair (905) 833-5883 emiller@vfl.com</p> <p>Secretary: Tessa Shelvey (905) 850-1507</p> <p>Trail Captains: Tom Atkins, Bruce Chambers, Garry Conway, Ed Miller, Harvie Muir, John Pickett, Maria Podnos, Bill Taltor, Eric Worsley</p> <p>Northumberland Tony Holmes, Chair** (905) 885-7372 northumberland@orta.on.ca 21 Baldwin St., Port Hope L1A 1S3</p> <p>Simcoe Peter Bramson, Chair** (905) 668-4715 scogg@orta.on.ca 4 Owen Court, Whitby L1N 6E7</p> <p>Trail Captains: Barry Brackan (905) 985-2186 Elizabeth Elliot (905) 985-2378 John M. Scott (905) 985-7014</p> <p>Uxbridge Tom Ranso, Chair** (905) 852-7128 uxbridge@orta.on.ca 249 Reach Rd., RR 4, Uxbridge L9P 1B4</p> <p>Colin Rowett, Vice-Chair (905) 852-1090</p> <p>Publicity: Bob Woodland (905) 852-7982 woodrow@sympatico.ca</p> <p>Telephone: Marilyn Debie (905) 852-6878 m.debie@sympatico.ca</p> <p>Trail Captains: Gary & Pat Collins (Centre-West) (905) 852-1868 Ralph Shier (West) (905) 640-1332 Dennis & Joan Trone (East) (905) 852-0291 dtrone@sympatico.ca Frank Van Henswijk (Centre-East) (905) 640-5174</p> <p>Whitby/Scarborough Charlie Atkinson, Chair** (905) 642-2408 w@orta.on.ca 40 Inoups Dr., RR #3, Southville L4A 7X4</p> <p>Secretary: Roslyn Giddart (905) 642-4932 emmsboyd@bellsouth.com</p> <p>Publicity: Rita Barrell (905) 642-6780 barrell@alt.net</p> <p>Trail Captain: Charlie Atkinson, Angela Bender, Roslyn Giddart, Andy Sokol</p>
CHAPTERS		
	<p>Aurora Stan Butcher, Chair** (905) 773-3940 aurora@orta.on.ca 74 Morry Ave., Richmond Hill L4E 3E2</p> <p>Bill Smith, Vice-Chair (905) 841-3915 bsmith@vcomcast.com</p> <p>Secretary: Susan Sellers (905) 713-1913 susan.sellers@sympatico.ca</p> <p>Trail Captains: Doug Dipper (905) 726-2157 ddipper@transport.hamsharrier.com Bill Smith (905) 841-3915 bsmith@vcomcast.com</p> <p>Publicity: Harold Sellers (905) 853-3518 hksellers4@joggers.com</p> <p>Case Woodlot: Robert Johnston (905) 727-8177</p> <p>Members-at-Large: Sylvia Gilchrist (905) 841-6989 jimgil@jimmco.on.ca Ray Manella (905) 727-4148 rmac@icson.net Suzanne Summers (905) 841-3915 suz.summers@fesco.com</p>	
	<p>Clarington Sheilagh Cranwell, Chair** (905) 880-4816 clarington@orta.on.ca RR #1, Dulton L7E 5E7</p> <p>Clarington Ray Farnster, Chair** (905) 983-5147 6 Mill Lane, Box 97, Orono L0B 1S0</p> <p>Publicity: Marg Zwart Trail Captains: Ben & Marion Biondolo, Sue Potts, Doe Lyott, Marg Zwart, Doug Ferguson</p>	
	<p>Hope/Hamilton Gary Ford, Chair** (905) 885-6916 hf@orta.on.ca 106 Briscoe St., Port Hope L1A 1V3</p>	

Administrative Tasks

ORTA is indebted to Bob Ellison who developed a working constitution. Association Officers – President, Secretary and Treasurer, supported by the Past and Vice Presidents – put in a good many hours each year to keep the wheels turning.

Roles such as Trail Talk Editor and Hike Coordinator make demands which must be accomplished at specific dates. Volunteer teams have been regularly called on to undertake tasks such as assembly of Guidebooks, stuffing envelopes for general mail-outs and many more. Sadly we have not been very consistent in engaging volunteers to phone new members and lapsed members.

Volunteers and Chapter Organization – team-orta

ORTA has from the start been a volunteer led association. In Chapters Two, Three and Four the leadership provided by the Directors is evident. But there's even more work to be done at local chapter level. Larger chapters such as Aurora have a formal committee structure; most operate by personal phone calls.

Opposite: a typical team-orta directory – you'll need to zoom in to read it.

Note the Board position of Volunteer Coordinator was vacant; sadly this has often been the case. Effective recruiting and deployment of volunteers is most often the result of one-on-one contacts by Chapter Chairs and conversations during hikes.

A New Database and Membership Team for a New Era

In 2014 Kevin Lowe became Membership Co-ordinator and maintaining the Membership Database was assumed by Office Manager Michele Donnelly. It was time for the system to be updated; Kevin was assisted by Michele and Frank Alexander in selecting and putting to work the *Wild Apricot* management system.

Kevin became President in 2016 and noted: "the lower active membership of 593 . . . is not a cause for great concern as our core membership remains solid."

Sandra Dipietrantonio became the new Membership Co-ordinator.



Trail Maintenance

The exciting work of developing the trail is described in Chapter Five and employed many enthusiastic volunteer hours. Subsequently the trail has to be maintained year over year. Trails Director Ray Matsalla presented guidelines at the AGM in 1996; these require written reports on Trail Inspections Spring and Fall.

Trail Captains are the key to maintenance by taking regular walks through their designated length of trail. Is signage still in place? Is there a need to call for help to deal with treefalls, trimming of foliage, undue littering or vandalism? Most chapters have two or more trail maintenance days when a number of volunteers go out in teams. Particularly important is the maintenance of styles, bridges and boardwalks.

Appendix A
TRAIL CONDITION REPORT

CHAPTER: _____

NOTE: The ORTA Guide for Trail Maintenance and risk management requires that this report be filled out in the spring and fall of each year.

Describe Section Inspected (e.g. between where and where):

Guidbook Map Number: _____
Inspection Date: _____

Spring: _____ Fall: _____ Year: _____

CHECK (✓) ITEMS IF IN SATISFACTORY CONDITION, IF NOT, PUT X AND COMMENT INCLUDING ACTION TAKEN OR TO BE TAKEN. REPORT MAJOR PROBLEMS AT ONCE TO YOUR CHAPTER CHAIR IMMEDIATELY.

- Litter collected and disposed of (including parking areas).
- Grass and shrubbery trimmed.
- Branches pruned back, stumps removed, windfalls cleared.
- Safety hazards eliminated (loose nails, leaning trees, loose rocks etc.)
- Safety signs and clearly in place.
- Fences in good condition.
- Slope erosion under control.
- Do not areas have dry crossings.
- Bridges in good repair with decking intact.
- Hazards in good condition and according to ORTA policy.
- Visibility adequate and not confusing.
- Old unnecessary blazes - scraped off or painted over.
- Proper signage on trail and in good repair.
- Need for additional signs.
- Small ORTA signs. Number needed: _____
- LITTLE ORTA signs. Number needed: _____
- Other signs needed Describe and attach drawing, (drawings)

CIRCLE YES OR NO.

Are signs of vandalism or misuse of trail?	Yes	No
Are problems with fire in surrounding areas?	Yes	No
Are parking problems, e.g. layaways obstructed?	Yes	No

TRAIL CAPTAINS PLEASE NOTE:
 * Advise Chapter Chair or Trail Director immediately of any land for sale on or near the ORTA trail.
 * Use the back of this sheet for any further comments, including suggestions for improvements of any kind.
 * Report on or within a week of the date specified, and send the completed form promptly to your Chapter Chair, who will arrange any necessary travel and report conditions to the Trail Director.

Trail Inspected by (Please print):

Trail Captain:	Tab.	and or For:	Signature:
Chapter Chair:	Tab.	and or For:	Signature:

ORTA does not own the trail property and in some locations other than minor maintenance is done by the landowner – e.g. Conservation Authority, Regional Forestry and Municipal Parks. Trail on private land requires more volunteer effort. King Chapter had a number of volunteers certified to use chain saws. Using powered equipment requires adherence to safety codes of practice. For roadside clean-ups volunteers are encouraged to wear safety vests.



Norman and Linda repainting blazes

In addition to ORTA Members a number of corporate teams have provided valuable assistance in tasks such as rebuilding boardwalks and major clean-ups.

Public Event Displays

In the chapter on publicity we note the many occasions when volunteers have staffed displays in malls, libraries and at local festivals.

Adventure Relay

This annual fundraiser is of importance to the association as it brings together in one event as many as 100 volunteers - not just on the day but in the training and other lead-up activities which make it so successful.

Hike Leaders

By no means last or least - the hiking program is truly a labour of love by the Hike Leaders. For many leading hikes is their favourite activity even though they have other roles in ORTA.

ORTA Volunteer Awards Scheme

Introduced in 2002 the Volunteer Awards presented at the annual meeting recognize those Members who make outstanding contributions to the association. The selection is made by an Awards Sub-committee (usually the Past President, another Director and a Member not on the Board) based on nominations from Members. The Lifetime Achievement Award was introduced in 2004.

The lists of recipients 2002 to 2017 are in Appendix 9.2. Sadly it will be noticed that some members who made outstanding contributions during the first decade of the association's history had moved on before the scheme was instituted.

The Oak Ridges Trail Association is rightly proud of the accomplishments of its volunteer Members throughout its history.

CHAPTER 9, APPENDIX 9.1 – VOLUNTEER OPPORTUNITIES

To: All members of the Oak Ridges Trail Association (ORTA)

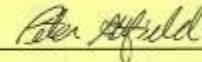
Re: Volunteer Opportunities

ORTA is a **VOLUNTEER** organization. We need more help to finish building our Trail, to operate our organization, and to help more people discover us. Can **YOU** help? Listed on both sides of this page are a variety of volunteer opportunities. Some are indoor, some are outdoor. Some are quite independent, others involve teams. Some require just a little time, some require more. Some are ongoing, some are short-term, and some could become ongoing if you enjoy them. We've also listed positions that are presently filled, but that you might be interested in later.

Please pull out this page, put a check beside all the jobs you might be interested in, fill in the personal details at the bottom of the other side, and then return this page to: Peter Attfield, 13236 Bayview Avenue, Oak Ridges, Ontario L4E 3C6. If you prefer, you can give me your information by e-mail (attmack@pathcom.com) or phone (905-773-3935) instead. Once we know that you can help and what you're interested in, we will contact you. (If you're already volunteering with ORTA for something not on this list, I'd like to find out about that too!)

Even if you're **not** interested in volunteering, I would still like to hear from you, just so I know that you're not a potential volunteer who simply neglected to return the form! Please phone or e-mail to tell me -just state your name, and that you're not interested in volunteering.

Thank you very much for taking the time to consider these!



Peter Attfield, Volunteer Coordinator for ORTA.

<input type="checkbox"/>	JOB & TASKS	TYPE OF WORK, SKILLS	OWN TOOLS REQUIRED?	TIME REQUIRED	ON-GOING?	REPORTS TO	NEEDED NOW? (name of any incumbent)
<i>Outdoor Labour</i>							
<input type="checkbox"/>	Trail Captain -maintain a trail section: prune vegetation, remove deadfalls, repaint blazes, report any problems.	Outdoor, physical, independent	Branch pruner, back saw	½ day, monthly	Yes	Chapter Chair	In ? ?
<input type="checkbox"/>	Help on Trail work days -e.g., trim vegetation, repaint blazes, build boardwalks/bridges, plant trees, pick litter.	Outdoor, physical, social	Not essential	½ day, occasional	No	Varies	We'll call you.
<input type="checkbox"/>	Trail blazer - neatly paint or re-paint blazes on trees at appropriate intervals. On own or with a partner.	Outdoor	No	Varies	Could be	Chapter Chair	Scugog, etc.
<input type="checkbox"/>	Measure trail sections , using a measuring wheel.	Outdoor, independent	No	Varies	No	Chap Chair or O'Leak Comm.	?
<i>Creative</i>							
<input type="checkbox"/>	Write short articles about ORT and hiking, for our newsletter "Trail Talk".	Independent	No	Flexible	Could be	Editor	Any time
<input type="checkbox"/>	Write media releases about ORTA news, hikes and events.	Indepen., with consultation. Writing skills	Computer, e-mail	4 hrs/month	Yes	Publicity Director	Yes
<input type="checkbox"/>	Write articles about ORTA to submit to media.	Indepen., with consultation. Writing skills	No	Flexible	Could be	Publicity Director	Yes
<input type="checkbox"/>	Photograph the Trail , its landscape & natural features through seasons. (Photos for newsletter, web site, display, slide-show, guidebook)	Outdoor, independ., photo skills.	Good camera.	Flexible	Yes	Publicity Director, Editor	Yes
<input type="checkbox"/>	Photograph people in action at ORTA hikes, events, work-days.	Outdr, independ. but social, photo skills	Good camera	Flexible	Yes	Publicity Director, Editor	Yes
<input type="checkbox"/>	Maintain file of slides and photos , and update ORTA slide-show when necessary.	Independent, with consultation	No	Flexible	Yes	Publicity Director?	?
<input type="checkbox"/>	Artist - make sketches, line drawings or cartoons, for use in guidebook and newsletter.	Independent. Artistic	No	Flexible	Could be	Editor, Gbook Comm	Yes
<input type="checkbox"/>	Graphic Design - design posters, flyers, brochures about ORTA and ORTA events; design badges, signs.	Independent, with consultation	Computer, graphic software	1 day/month?	Could be	Publicity Director, etc	Yes
<input type="checkbox"/>	Create an attractive poster map of the Oak Ridges Moraine, showing trails.	Design & cartography skills	Computer, graphic software	?	No	Publicity Director, etc	Yes
<input type="checkbox"/>	Build a three-dimensional scale model (relief map) of the Moraine, for display.	Independ. Model-making or craft skills.	Craft tools	10 days?	No	Peter Attfield	Any time
<i>Clerical or "office"-type work</i>							
<input type="checkbox"/>	Analyze records of hike attendance to see what % of members attend hikes, which hikers haven't joined, etc.	Independent, accuracy	No	2 days?	No	Group Hike Coordinator	Yes
<input type="checkbox"/>	Telephone members , e.g., to spread news, follow-up on this survey form, seek volunteers, poll opinions, etc.	Independent	No	Occasional	Could be	Varies	?
<input type="checkbox"/>	Telephone recently-lapsed members for each Chapter (and perhaps welcome new members)	Independent	No	2 hrs/second month	Yes	Chapter Chair	In ? . ? . ?
<input type="checkbox"/>	Distribute media releases by fax and e-mail.	Independent, with consultation	Computer, e-mail, fax	2 hrs/month	Yes	Publicity Director	Yes
<i>Organizing</i>							
<input type="checkbox"/>	Mail Coordinator - Collect mail (Aurora), distribute to appropriate people; process memberships to data base.	In consultation	Internet computer, software	1-4 hrs/wk	Yes	Membership Director	No (Diane Hughes)
<input type="checkbox"/>	Data Base Manager - maintain membership master data base, fulfill mail orders; produce address labels	In consultation	Internet computer, software	?	Yes	Membership Director	No (Laura Novikow)
<input type="checkbox"/>	Volunteer Coordinator - recruit volunteers; match volunteers to jobs; keep records of both	Independent	Computer useful	?	Yes	Board	No (Peter Attfield)
<input type="checkbox"/>	Organize event(s) -e.g., slide-show, guest speaker, family day, clean-up, picnic, wine&cheese, fund-raiser, etc.	Indepen., or with partners or comm.	No	Variable	Could be	Varies	Yes
<input type="checkbox"/>	Assist with organizing event(s) - e.g., finding site, or promotion, or refreshments, or signs, etc.	With partners or committee	No	Variable	Could be	Varies	?
<input type="checkbox"/>	Develop & maintain a list of media contacts (phone & fax numbers, e-mails, and names of contact people).	Independent	Computer	2 hrs/month	Could be	Publicity Director	No
<i>Research</i>							
<input type="checkbox"/>	Visit & research Moraine hiking destinations -find or make maps; report on directions, access, facilities, etc.	Outdoor, independent	Car	Flexible	Yes	Peter Attfield	Any time
<input type="checkbox"/>	Research history or natural features on or near Trail - for Guidebook, newsletter, etc.	Independent	Computer useful	Flexible	Could be	Gbook Committee	Claringtn, Hope-Ham
<input type="checkbox"/>	Research and recommend contents for hike leader first-aid kits , their sources and prices.	Independent	No	3 days, over time	No	Peter Attfield	Yes
<input type="checkbox"/>	Research and report on a corporate membership category for ORTA.	Indepen. or with partners, in consultation	No	Few days, over time	No	?	Yes
<input type="checkbox"/>	Research fund-raising merchandise , e.g., shirts, chocolate bars, etc.	Indepen. or with partners, in consultation	No	Few days, over time	Could be	Fund-raising Coordr	Yes
<i>Web Site</i>							
<input type="checkbox"/>	Web-Master - update and refine ORTA's web site; convert Trail Talk to html; take care of technical problems.	Independent, in consultation	Internet	40 hours/month	Yes	Publicity Director	No (Bob Hughes)
<input type="checkbox"/>	Web Site Assistant - add hike listings to web site every 3 months	Independent	Internet	?	Yes	Web-Master	No (Cherie Smith)
<input type="checkbox"/>	Web Site Graphic Designer - help improve appearance of web site.	Independent, in consultation	Internet	?	?	Web-Master	No? (Kevin Smith)
<input type="checkbox"/>	Moderator of web site Bulletin Board - add news items; remove out-dated or inappropriate messages.	Independent	Internet	10 minutes/2 days	Yes	Varies	No (Peter Attfield)

✓	JOB & TASKS (continued)	TYPE OF WORK, SKILLS	OWN TOOLS REQUIRED?	TIME REQUIRED	ON-GOING?	REPORTS TO	NEEDED NOW? (name of any incumbent)
<input type="checkbox"/>	Plan side-trails on public lands adjacent to the ORT.	In consultation	No	Varies	Could be	Chapter Chair	Stouffville? Uxbridge?
<input type="checkbox"/>	Contact land-owners to find off-road routes for the Trail.	In consultation	No	?	Preferably	Chapter Chair	Seugog - Clarington?
	<i>Represent ORTA</i>						
<input type="checkbox"/>	Hike Leaders - lead ORTA hikes, preferably a few each year	Outdoor, social	No	½ - 1 day, occasional	Yes	Group Hike Coord'y	Any time
<input type="checkbox"/>	Lead hikes for community groups (e.g., school, Scouts or Girl Guides) on ORT.	Outdoor, social, knowledgeable	No	½ day, occasional	Yes	?	?
<input type="checkbox"/>	Speak on a topic you're interested in (e.g., hiking, human or natural history of Trail area) to ORTA members.	Knowledgeable of a relevant topic	No	An evening	No	?	Any time
<input type="checkbox"/>	Landowner Relations - maintain friendly relations with owners of private lands that Trail passes through.	Independent, social	No	?	Yes	Chapter Chair	Seugog, etc.
<input type="checkbox"/>	Represent ORTA to public agencies that Trail crosses -e.g., York Region Forest, Toronto&Region ConsAuth'y	Knowledgeable of ORTA	No	Occasional	Yes	Chapter Chair, or Board	No (Roy M.?, Tom Rance)
<input type="checkbox"/>	Represent ORTA at Hike Ontario meetings.	Knowledgeable of ORTA	No	Occasional	Yes	Board	No (Fiona Cowles)
<input type="checkbox"/>	Represent ORTA at meetings of Nokilida Trail (future trail from Aurora to Holland Landing)	Knowledgeable of ORTA	No	Occasional	Yes	Board	No (Bill Roberts)
<input type="checkbox"/>	Liaison with STORM (Save The Oak Ridges Moraine) Coalition, on projects of mutual interest.	Knowledgeable of ORTA	No	Occasional	Yes	Board	Yes
<input type="checkbox"/>	Present ORTA slide-show and talk about ORTA - to community groups.	Public speaking, know ORTA	No	Occasional, flexible	Could be	Publicity Director	?
<input type="checkbox"/>	Staff ORTA display at shows and events.	Knowledgeable of ORTA & Trail	No	Occasional, flexible	Could be	Publicity Director	?
<input type="checkbox"/>	Reply to phone calls for ORTA.	Knowledgeable of ORTA	No	Several times/week	Yes	Membership Director	No (Sharon Emerson)
<input type="checkbox"/>	Reply to e-mails for ORTA, broadcast e-mail news bulletins to members	Knowledgeable of ORTA	E-mail	Several times/week	Yes	Publicity Director	No (Bill Roberts)
<input type="checkbox"/>	Drive around to re-stock ORTA brochures in trail-side info boxes and/or at selected stores, or to post posters.	Independent	Car	Flexible	Yes	Publicity Director	Yes
<input type="checkbox"/>	Drive around to re-stock Guidebooks at retailers.	Independent	Car	Variable	Yes	Guidebook Committee	Yes
<input type="checkbox"/>	Contact retailers to seek more outlets for Guidebook sales.	Independent	Car	Few days	Could be	Guidebook Committee	Yes
<input type="checkbox"/>	Contact local and related businesses to seek business listings for Guidebook.	Independent	Car	Few days, over time	No	Guidebook Committee	Yes
<input type="checkbox"/>	Seek spaces for ORTA display in stores, libraries, community centres, malls, etc.; and circulate it.	Independent	Car	Occasional	Yes	Publicity Director	?
<input type="checkbox"/>	Contact related web sites to arrange for reciprocal links with ORTA's web site.	Independent	Internet	Few days, over time	No	Publicity Director	No (H. Sellers, B. Hughes)
<input type="checkbox"/>	Seek small donations , e.g., of prizes, refreshments, auction items	In consultation	No	Occasional	Could be	Varies	?
<input type="checkbox"/>	Guidebook Committee - coordinate reprints & distribution, and research, mapping & writing of revisions.	Committee	E-mail useful	Occasional	Yes	Board	Yes
<input type="checkbox"/>	Nomination Committee - seek members to run for positions on Board.	Committee	No	Very occasional	Could be	Board	No (Rance, Cowles, Attfield)
	<i>Board of Directors</i>						
<input type="checkbox"/>	President - plan & chair Board meetings; liaise with Chapter Chairs; appoint committees, spokesperson.	Committee, leadership	E-mail useful	?	Yes	Board	No (Bob Ellison)
<input type="checkbox"/>	Chapter Chairs (9) -coordinate planning, building, maintaining the trail in a particular Chapter.	Committee, leadership	E-mail useful	?	Yes	Board	Northumberland (have 8 others)
<input type="checkbox"/>	Past President - special projects; liaison with other trail organizations; chair Nomination Committee.	Committee, leadership	E-mail useful	?	Yes	Board	No (Tom Rance)
<input type="checkbox"/>	Vice-President - special projects; chair Executive Committee meetings; become President.	Committee, leadership	E-mail useful	?	Yes	Board	No (Harold Sellers)
<input type="checkbox"/>	Secretary - arrange meetings & agendas; take minutes; maintain records.	Committee	Comptr; Eml usefl	?	Yes	Board	No (Barry Hammetton)
<input type="checkbox"/>	Treasurer - set budget; maintain records; bank accounts; make payments & deposits; provide statements.	Committee	Comptr; Eml usefl	up to 8 hrs/month	Yes	Board	No (Teresa Porter)
<input type="checkbox"/>	Membership Coordinator - coordinate processing of memberships and mail.	Committee	E-mail usefl	?	Yes	Board	No (Sharon Emerson)
<input type="checkbox"/>	Trail Director - establish standards for construction, maintenance; approve routes; audit trail; arrange training.	Committee	E-mail usefl	?	Yes	Board	No (Tony Bulson)
<input type="checkbox"/>	Fund-Raising Coordinator - formulate policy, prioritize activities, identify sources, raise funds.	Committee	E-mail usefl	?	Yes	Board	No (Diana Piché)
<input type="checkbox"/>	Publicity Director - maintain media list; create & distribute publicity; coordinate presentations; oversee web site.	Committee	E-mail usefl	?	Yes	Board	No (Martin O'Grady)
<input type="checkbox"/>	Trail Talk Editor - edit or write articles; layout; arrange printing, mailing; develop sponsors or advertisers.	Committee	Comptr; Eml usefl	?	Yes	Board	No (Brian Logan)
<input type="checkbox"/>	Group Hike Coordinator - recruit and advise hike leaders; solicit and schedule hikes, maintain records.	Committee	Comptr & eml usefl	10 hrs/month	Yes	Board	No (Jill Doble)

I am interested in doing something that's not on this list, which is _____ I have use of: car computer e-mail I am able to: send faxes receive faxes

I have skills or experience in: _____ I have marked the times I am usually NOT available to volunteer: MORNING: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 AFTERNOON: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 EVENING: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Name (please print) _____ Town _____ Phone number _____ E-mail _____

CHAPTER NINE - APPENDIX 9.2

ORTA VOLUNTEER AWARDS

Four types of awards presented at the AGM. A member shall not receive a specific award more than once. (We have reconsidered this to permit a Commendation Award for a contribution in one area and then later in another.) The selection is made by the Awards Sub-committee (usually the Past President, another Director and a Member not on the Board) based on nominations from Members. In recent years the reason for each reward has been detailed on the plaque or certificate.

Lifetime Achievement Award – an occasional award when merited. A superior plaque with the ORTA Logo and the recipient's name. The recipient will be one who has made a significant contribution of his or her time and expertise to the work of the ORTA over a sustained period of 5 to 10 years. An ongoing member of the Board would not be eligible.

- 2004 Tom Rance.
- 2007 Robert Ellison
- 2009 Harold Sellers
- 2010 Tom Atkins
- 2011 Fiona Cowles
Peter Attfield
- 2014 Diane and Bob Hughes
- 2015 Stan Butcher
- 2016 Ed Millar in appreciation of over fifteen years of dedicated service
- 2017 Russ Burton - A popular Hike Leader, Adventure Relay Competitor and provider of Bar Service for our Annual Meetings and Christmas Pot-Luck Lunches

Outstanding Member / Member of the Year Award – usually one award each year. A plaque with the ORTA Logo and the recipient's name. Presented to the Member who in the past has done the most to advance the purposes of the ORTA. Continuing members of the Board would not be eligible. (This rule broken in 2009 and 2010!) Recipients:

- 2000 Fiona Cowles
 - 2001 Peter Attfield
 - 2002 Al Shaw
 - 2003 Bill Roberts
 - 2004 Harold Sellers
 - 2005 Barry Hammerton
 - 2006 Charlie Atkinson and Brian Logan
 - 2007 Gail Morris
 - 2008 Ginny Johnson
 - 2009 Stan Butcher
 - 2010 Tim Lawley
 - 2011 Brian Buckles
 - 2012 Joan Taylor
 - 2013 no award but see Special Presentation below
 - 2014 no award
 - 2015 David Francis
 - 2016 Kim Aagaard in appreciation of his service as Treasurer and Executive Member
 - 2017 Kelly Matthews - Celebrating the fastest ever End-to-End across the Oak Ridges Moraine Trail to raise funds for Seneca College and the Association
- 2013 Special Presentation of a framed photo to Kim Gavine, retiring Executive Director of the Oak Ridges Moraine Foundation, in recognition of her work to develop and support the Oak Ridges Moraine Trail Strategy and as a volunteer participant in the Adventure Relay

Commendation Awards – a maximum of 6 awarded each year. A framed certificate giving the recipient's name and reason for award. Presented to those Members who have made significant contributions in the past to the ORTA.

Recipients:

- | | | | |
|------|---|------|---|
| 2000 | Peter Attfield, Bill Roberts, Tom Atkins, Pauline and Keith Dixie | 2011 | Jean and Dennis Trowse for service as Trail Captains and Adventure Relay Checkpoint Co-ordinators |
| 2001 | Roy Forrester, Bob Hughes, Brian Logan, Harold Sellers | | Dianne Hughes for Membership Database management |
| 2002 | Gary Collins, Jill Doble, Gary Ford, Diane Hughes, Teresa Porter, Eric Worsley | | Audrey Fullerton for much work behind the scenes |
| 2003 | Charlie Atkinson, Sylvia Gilchrist, Ray Matsalla, Laura Novikow, John M. Scott, Ralph Shier | | Fatemeh Amini for leading hikes |
| 2004 | Rick Patterson, Chris Johnston, Janet Atkinson, Suzanne Summers, Tony Holmes, Peter Brama | 2012 | Ruth Patterson in recognition of her significant contributions to publicity in the local media |
| 2005 | Bruce Chambers, Garry Niece, Charlotte Owen, Ginny Johnson, Ed Millar, Marilyn Mussell, | | Corie Bonnaffon in recognition of her coordination of the Adventure Relay Checkpoints |
| 2006 | Bill Smith | | Kim Chen in recognition of significant contributions to the development of our hiking program |
| 2007 | Tim Lawley for the UTAP and TAOC Projects | | Jacqueline Bapooji in recognition of her editorial expertise applied to our Trail Talk |
| | Joan Taylor for Hike Leadership | | Diana Smyth in recognition of her leadership of Discovery Nights |
| | Fiona Cowles for the Guidebook | 2013 | Kim Aagaard for his work in organizing ORTA's financial and regulatory compliance and providing valuable office support |
| | Susan Sellers for the Website | | Juergen Friedrich for his excellent photography which promotes our Adventure Relay |
| | Wilma Millage for Publicity | | Frank Alexander for his tireless support to projects, trail workers and hike leaders everywhere across the ORMT. |
| | Peter Schaefer for Trail Director | | Grace Moores for leading hikes and keeping ORTA alive in Clarington |
| 2008 | Brian Millage for leadership and team-building Uxbridge Chapter | | Garry Niece for leadership of the Discovery Night Program |
| | Linda Tyndall for management of our finances | 2014 | Malcolm Hann as Hike Program Co-ordinator |
| | Petra Hartwig as Association Secretary | | Brian and Kathy Clark for leading hikes |
| | Ken Kishibe for recruiting Volunteers & organizing the 2008 AGM | | Bob and Judy Comfort for their support to many ORTA activities |
| | Stan Butcher for leadership as President | | Rhys Beak for serving as Chapter Chair, Richmond Hill |
| 2009 | David Wells for dedication and expertise as Editor of Trail Talk | | Brian Millage for chairing the Adventure Relay |
| | John Saringer for leadership as Chair of Whitchurch-Scugog Chapter | 2015 | Josipa Klostranec recognizing her as a dedicated Hike Leader |
| | Elizabeth Stewart for leadership as Chair of Scugog Chapter | | Hannah Sweet recognizing her contributions as Webmaster |
| | Bob Comfort for significant contributions to the Adventure Relay | | Jerry Wajgensberg for his dedication to the Mood Walks program. |
| | Diana Smythe for enthusiastic broadening of our Publicity | | Michele Donnelly for her enthusiastic support of the Adventure Relay |
| | Russ Burton for leading a variety of hikes | | Ronald Ting for his work in administration of the Hike Schedule |
| 2010 | Peter Attfield for expert contributions to the Guidebook | | Vicky Chen for designing our new Website |
| | Rhys Beak for development of the Richmond Hill Chapter | | |
| | Fiona Cowles for publication of the 5th Edition of the Guidebook | | |
| | Bob Hughes for service on the Executive as Membership Coordinator | | |
| | Bill Roberts for communications for Monday and Wednesday Hikers | | |

Commendation Awards continued:

- 2016 Bob Comfort for the system collating Adventure Relay data in real-time
 Pat Ward for the system collating Adventure Relay data in real-time
 Audrey Fullerton for distribution of Guidebooks to retail vendors
 Jacky Bramma for her unique contributions in song at our Christmas parties!
 Bruce Corbett for keeping the Aurora Chapter together and representing ORTA at meetings regarding Town developments
 Garry Niece recognizing him as a dedicated Hike Leader
 John Fuchs recognizing him as a dedicated Hike Leader
- 2017 Bill Morrison Co-Chair of the renewed Scugog Chapter, active in Trail Maintenance and promoting hiking in the region.
 Bill Pressmar - an Octogenarian who continues to enjoy hikes and participation in our activities
 Lena McDonnell in appreciation of her efforts to secure funding for our new Western Trailhead Kiosk from IBM's Community Grants Program.
 Monika Rothman for continued service as an Adventure Relay Checkpoint Captain.

Trail Builder Awards – a maximum of 4 awarded each year. A framed certificate giving the recipient's name. Presented to individuals who have made significant contributions to the building and maintenance of the trail.
 Past Recipients:

- 2003 Colin Barnett, Ed Millar, Dennis and Jean Trowse
 2004 Bob and Judy Comfort, Robert Johnston, Peter Schaefer, Bill Smith
 2005 Doug Ferguson, Carl Cornell, Sheilagh Crandall, Charlie Atkinson
 2006 Brian and Wilma Millage, Elizabeth Stewart, Ray Matsalla, Don Lycett
 2007 Eric Worsley, John Scott, Joye Cornell,
 2008 Barry Moir, Trail Captain in King
 Martin Earle of Uxbridge Chapter
 Elizabeth Elliot as trail captain in Scugog.
 Dave Hinton for the Bluebird Side Trail in Clarington
 2009 Noel and Judy Carey, Trail Captains in Uxbridge Chapter
 2010 David Reid Brown, Trail Captain in Uxbridge Chapter
 Ed Millar for over a decade of Trail Management in King Chapter
 Garry Niece for Moraine-wide Trail Developments
 2011 David Mathias for Trail Management in Whitchurch-Stouffville Chapter
 Frank Alexander for organization of the Aurora and Whitchurch-Stouffville Chapters
 2012 Bill Pressmar in recognition of his work as a Trail Captain in Aurora
 2013 Roy and Katie Holmes in recognition of their work on the Oak Ridges Moraine Trail in Uxbridge
 2014 Len May
 Bill McCulloch
 2015 Bill Patterson in recognition of his work on the trails in King
 2016 Brian Millage for negotiating and implementing the new route to the terminus with the Bruce Trail
 2017 Dave Whiffen for taking charge of Trail Maintenance in Caledon – in particular organizing a group of friends to reconstruct boardwalks in Palgrave Forest.