



Sheltowee Trace Association Board Nomination Form



Yes! I would like to take an active leadership role in the Sheltowee Trace Association by serving on its Board of Directors. Please consider my nomination.

Please print

First Name: _____ Last Name: _____

Mailing Address: _____

Primary Email: _____

Cell phone: _____ Home phone: _____

Employer / Organization: _____

Title: _____

Skills I can bring to the STA Board: _____

I understand that as a Board Member I am expected to serve as an active member of at least one of the primary Teams that are essential to carrying out the mission of the STA Board of Directors. Please select on which Team(s) you are interested in serving:

- | | |
|---|---|
| <input type="checkbox"/> Outdoor Recreation
(includes Hiker Challenge) | <input type="checkbox"/> Funding & Revenue
(includes all Team Leaders) |
| <input type="checkbox"/> Membership & Volunteers | <input type="checkbox"/> Trails Management |
| <input type="checkbox"/> Administrative & Staffing | <input type="checkbox"/> Land & Legal |
| <input type="checkbox"/> Marketing & Communication | |

Please initial:

_____ I have read and understand the Duties and Responsibilities of a member of the STA Board of Directors. (See below.)

_____ I understand that as a Board Member I am expected to attend (either in-person or via conference/video call) a majority of the scheduled and special-called meetings of the STA Board of Directors.

Signature: _____ Date: _____

Class of 2026 Board Members will be elected at the STA's Annual Meeting/Gathering, to be held at 5 pm on Saturday, December 5, 2023, at the Tin Woof Inn in Frankfort, KY.

Return this page to Board Chairman Dale Morton at dgmorton@twc.com.



Keep the following pages for reference.

Purpose

The Board of Directors is the legal guardian of the Sheltowee Trace Association (STA). Its role is to ensure that the STA meets the corporation's responsibilities and addresses specific needs of all user groups of the Sheltowee Trace National Recreation Trail (STNRT). Board members are expected to be actively networking for the STA and assisting in the planning and execution of events and programs, through their leadership on Board Teams, in addition to their regular meeting commitments and obligations.

Term of Service

Members of the Board of Directors agree to serve three full calendar-year terms (January 1 to December 31) following the date of their election at the Association's Annual Membership Meeting. If appointed to fill a Board vacancy, members agree to serve the remainder of the unexpired term from the date of their appointment.

Key Responsibilities

- Be knowledgeable of the Bylaws, Mission, and Strategic Plan of the STA. All decisions should be made in keeping with these documents.
- Ensure policies and procedures contained in the Bylaws, or enacted by the Board of Directors, are implemented.
- Develop and evaluate strategic plans, financial resources, and human resources (both paid and volunteer staff) to meet the needs of the STA.
- Contribute time and resources to promote the STA (including awareness, membership, and fundraising activities).
- Develop, approve, and monitor the annual budget.
- Contribute to the monitoring of the needs and concerns of trail users – including hiking, biking, running, and horseback riding communities – that might impact the STNRT.

Obligations

- Attend either in-person or via conference/video call a majority of regular and special-called meetings of the Board. (If you are unable to keep your commitment, please voluntarily tender your resignation as the Board must have at least 50 percent-plus-one for a quorum to conduct business.). Board meeting dates are established no later than the STA's Annual Meeting ("The Gathering" held the first Saturday in December). The Board must meet at least quarterly, but typically conducts regular meetings six (6) times per year, either in-person or via Zoom.
- Board members are strongly encouraged to attend, in person, the Board's Annual Retreat, typically held the first weekend (Friday evening through Saturday afternoon) of January. At this meeting, officer elections are held, Team priorities set, and action items for the upcoming year discussed.
- Participate actively on at least one Board Team. Teams generally try to meet in the months between regular Board meetings or at the request of the Executive Director. (See Team descriptions below.)
- Review agenda, financial statements, and other materials prior to Board and Committee meetings.
- Participate actively in Board discussions and activities.

- Assist with at least one major STA event or program.
- Commit time to the fulfillment of STA's goals – this is primarily a volunteer organization.
- Make a financial contribution to the STA (there is no minimum) in addition to annual membership fee.
- Represent the STA's mission and activities to local, state, and national constituent groups.
- Suggest possible nominees to the Board who can make contributions to further the organization and its mission.
- Stay updated on developments in the different user communities as they pertain to the STNRT and the STA.
- Adhere to all STA policies. These include, but are not limited to, conflict of interest, social media, use of illegal drugs and alcohol, and sexual harassment reporting policies. (Copies of these policies are available upon request.)
- Respond to communication sent by the Chairman or Executive Director as needed.

Legal Responsibilities (non-profit corporate law)

- **Duty of Care:** Use your best judgment
- **Duty of Loyalty:** Put personal/professional interests aside
- **Duty of Obedience:** Be true to the organization's mission
- **Duty of Transparency:** Be open and make certain information is available to the public

Enabling Articles

Full details regarding the STA Board of Directors may be found in the corporation's Articles of Incorporation. Specifically:

- **Article VI – Board of Directors** – Outlines management, number, tenure, and election of members.
- **Article VII – Meetings of the Board of Directors**
- **Article VIII – Committees of the Board of Directors**

A complete copy of the STA Bylaws (as last amended March 16, 2023) is available upon request from the Executive Director or Board Chairman.

Board Team Descriptions

- **Administrative & Staffing** – Responsible for the planning, management and execution of all activities related to membership management, volunteer management, recognition, awards, and member & volunteer events. The team oversees and supports the training of all volunteers participating in a program leadership role.
- **Funding & Revenue** – Responsible for the planning, management and execution of all activities related to revenue development, fundraising events, project and program funding, product development and sales. Plan and execute and steer the Association's Annual Fundraising & Revenue Strategy.
- **Land & Legal** – Responsible for securing and maintaining the rights-of-way and trail corridor beyond the boundary lines of the Big South Fork NRRRA and the Daniel Boone National Forest, required to protect and preserve the trail, as well as managing all legal and insurance matters required to protect the interests of the Association. Works with the Trail Management Team in the development of land acquisitions into the trail system.
- **Marketing & Communication** – Responsible for building awareness and promoting the trail and the work of the Association through marketing, communications, public relations, publications, and leveraging online and social media channels.

- **Membership & Volunteers** – Responsible for the planning, management and execution of all activities related to membership management, volunteer management, recognition, awards, and member & volunteer events. The team oversees and supports the training of all volunteers participating in a program leadership role.
- **Outdoor Recreation** (includes Hiker Challenge) – Responsible for all recreational activities undertaken by the Association. A goal of this Team is to provide participants with the pleasure that occurs outdoors and generally involves some level of intentional physical exertion and occurs in the nature-based environment of the Sheltoewe Trace National Recreation Trail. Works with the Executive Director or designated staff / volunteer leadership in the execution and development of outdoor recreation opportunities for the Association membership and the general public.
- **Trails Management** -- Responsible for the planning, management and execution of trail maintenance, trail enhancement, trail development, trail standards, quality assurance, and the trail custodian program. This team oversees the development of a Trail Management Plan and provides leadership and training to paid staff and the volunteer trail crews. Team is focused on the Volunteer Trail Maintenance Program, Custodian Program, Trail Standards, as well as the Association's Hiking and Parking, Mapping and Information Services, and Trailhead and Community Signage projects.

Dale Morton

Chairman

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Executive Director

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