

Pemaquid Watershed Association

Volunteer Orientation Handbook



*Thank you for your commitment to conserving the
natural resources of the Pemaquid Peninsula!*



Pemaquid Watershed Association
PO Box 552
15 Courtyard St
Damariscotta, ME 04543
207-563-2196

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Read, Signed and filed

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Read, Signed and filed

The general policies of the Pemaquid Watershed Association's Volunteer Program are intended for management guidance only, and do not constitute a binding contractual or personnel agreement.

•Office Hours and Contact Information•

Pemaquid Watershed Association is located at 15 Courtyard Street in downtown Damariscotta, just off Main Street, upstairs from the Salt Bay Café.

Mailing Address:	Contact Information:
Pemaquid Watershed Association	(207) 563-2196
PO Box 552	www.pemaquidwatershed.org
Damariscotta, ME 04543	Open 9-5 Monday-Friday

•Welcome from Donna Minnis, PWA Executive Director•

Thank you for your interest in being of service to PWA as a volunteer. You have chosen to explore ways to help Pemaquid Watershed Association thrive, and I am so very grateful. Taking the step toward becoming active as a volunteer means so very much to the effectiveness of PWA...what all we can accomplish becomes so much bigger when individuals, like you, decide to lend a hand. Regardless of how much time you can offer as a volunteer or in what way you help, every bit adds to the whole and makes for a powerful force of momentum toward keeping and improving the beauty and quality of our environment.

It is paramount to me that you enjoy your volunteer experience, and we look forward to finding just the right fit for you in our program... something that excites, inspires, and feels good to you. The rewards of volunteering with PWA are many and include getting to know new friends, having a meaningful way to share your unique talents and skills, and doing purposeful tasks that help the Pemaquid Peninsula area stay magnificent. We are a team, and we are like family, as we care for this place we cherish.

With sincere gratitude for you,

Donna

Pemaquid Watershed Association

·Mission, Vision, and Values·

Mission Statement

To conserve the natural resources of the Pemaquid Peninsula through land and water stewardship and education.

Corporate Vision Statement

Pemaquid Watershed Association is a vibrant grassroots non-profit recognized in Mid-coast Maine as a leader in natural resources conservation.

Community Service Vision Statement

Our vision is a protected yet accessible Pemaquid Peninsula where people and wildlife thrive in a pristine and nurturing environment.

Values Statement

PWA fulfills its mission in a way that:

- Assigns highest priority to the preservation of open space and the conservation (protection and restoration) of natural resources and diversity of native biota, including prevention and abatement of pollution.
- Balances natural resource protection with multiple low-impact public uses of PWA preserves.
- Balances attraction of outdoor-recreation tourism with protection of the rural natural assets of the Pemaquid Peninsula (i.e., “quality of place” attributes of open space, forests, fields, marsh, ponds, rivers, streams, and coastlines, and the scenic views and other values they afford).
- Promotes and honors personal connection to place and quality of life.
- Respects the needs, values, and traditional natural resource uses of local communities.
- *Acts as a watchdog* of land development to promote environmental sustainability, with emphasis on large-scale land development projects in ecologically sensitive areas.
- Meets the highest ethical and professional standards.
- Is accountable to the organization’s mission and to the public.
- Includes conducting operations in an environmentally sensitive manner.

·What is a land trust?·

A land trust is a private, nonprofit organization that, as all or part of its mission, actively works to conserve land by undertaking or assisting in land conservation easement acquisition or by stewardship of such land or easements; to perpetually preserve lands that are important to the people, communities, and regions where they operate. Nationwide, some 1,000,000 people are financial supporters of land trusts, and 50,000 are active volunteers.

Land trusts date back to Roman times and have operated in the US since the 1800's. Only about 40 existed before 1970, but since then with the rapid rise of development taking away open spaces, there has been dramatic expansion. Now there are nearly 1,700 land trusts in the US, operating in every state to protect lands of local, regional, and national importance. Maine is home to approximately 98 land trusts. PWA is a proud member of Maine Coast Heritage Trust.

·Who We Are·

PWA Staff

Donna Minnis, Executive Director	info@pemaquidwatershed.org
Carolyn Shubert, Program Coordinator	coordinator@pemaquidwatershed.org
Eileen Lewandowski, Seasonal Office Assistant	pwalearn@midcoast.com

2014 - 2015 PWA Board of Directors

Peggy Drake, President - <i>Damariscotta</i>	
Carol Knapp, Vice President - <i>Nobleboro</i>	George Keyes - <i>Waldoboro</i>
Peter Lawrence, Secretary - <i>Nobleboro</i>	Mike Kane - <i>Damariscotta</i>
Bill Brewer, Treasurer - <i>Damariscotta</i>	Steve Laurich - <i>Bremen</i>
Mary Berger - <i>Bremen</i>	Roger Panek - <i>Damariscotta</i>
Sandi Day - <i>Damariscotta</i>	Chris Roberts - <i>Damariscotta</i>
Chuck Farrell - <i>Bristol</i>	Hylie West - <i>Damariscotta</i>

·Where We Work·
PWA Service Area

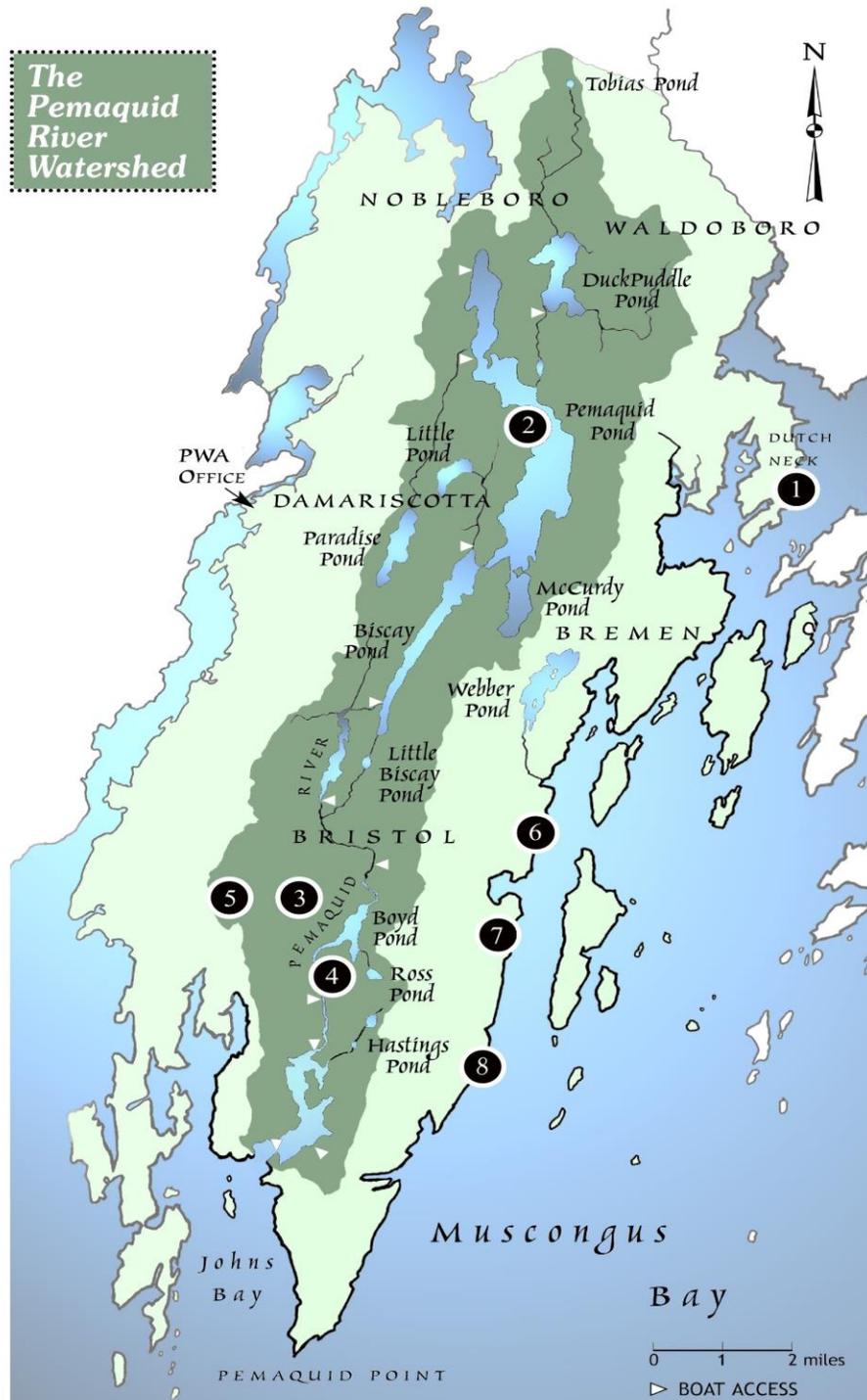
PWA's mission-defined service area is the Pemaquid Peninsula.

PWA's focus area is the **47 square miles of the Pemaquid River watershed**, which begins at Tobias Pond in Nobleboro and empties into John's Bay in Bristol. In the watershed PWA owns and manages 8 preserves.

The watershed encompasses parts of the towns of Nobleboro, Waldoboro, Damariscotta, Bremen, Bristol, and South Bristol.

A watershed is the area of land where all of the water that is under it or drains off of it goes into the same place. John Wesley Powell, scientist-geographer, put it best when he said that a watershed is: "*that area of land, a bounded hydrologic system, within which all living things are inextricably linked by their common watercourse and where, as humans settled, simple logic demanded that they become part of a community.*"

Map next page



The watershed is in the shaded area

- PRESERVE LOCATIONS:** 1. Osborn Finch Wildlife Sanctuary 2. Doyle Preserve
 3. Bearce-Allen Preserve 4. Crooked Farm Preserve 5. Little Falls Brook Preserve
 6. Bass Rock Preserve 7. Moxie Cove Preserve 8. La Verna Preserve

•PWA History•

Pemaquid Watershed Association, Inc., based in Damariscotta, Maine, is a 501(c)(3) non-profit public charity governed by a volunteer Board of Directors. PWA has over 950 members and publishes a newsletter, *The Watershed Watch*, three times per year

PWA originated from the Biscay Pond Association (BPA) which was incorporated on August 26, 1966, by a group of residents concerned about a proposed land development project that threatened the quality of the pond's water and the beauty of the area. Membership in the BPA grew in response to the interests and concerns of landowners around many of the other ponds in the Pemaquid River watershed, and the name of the organization was changed to Pemaquid Watershed Association in 1973 to reflect the expanded geographic scope. PWA's service area now encompasses the entire peninsula (population of 8,665), but the focus remains on the 47 square miles of the Pemaquid River watershed.

In the mid-1980s, pressure from intensive development activities became significant enough to provoke a major shift in the focus of the organization and in the way it responded to these pressures. At this time, the rapid acquisition by developers for quick subdivision and resale of large parcels of land in the watershed posed an increased threat to the environmental health of the watershed. In 1988, PWA became a land trust in order to more effectively protect, through the use of nature preserves and conservation easements, the beauty and natural integrity of the watershed.

Land Stewardship. The land trust program accomplishes protection of scenic and ecologically important properties by working directly with landowners to secure voluntary conservation easements and land donations. PWA holds conservation easements on 13 parcels totaling about 278 acres. The PWA owns and manages for public access 8 preserves totaling about 358 acres: Bass Rock (Bristol), Bearce-Allen (Bristol), Crooked Farm (Bristol, co-managed with the Damariscotta River Association), Doyle (Damariscotta), La Verna Preserve (Bristol), Little Falls Brook Preserve (Bristol), Moxie Cove Preserve (Bristol), and Osborn Finch Wildlife Sanctuary (Waldoboro), which includes a cabin that PWA offers to the public for overnight stays on a donation basis. PWA also maintains the Bristol Recreational Trail for the Town of Bristol.

Water Stewardship. Long the backbone of the organization, water quality monitoring on Pemaquid-area ponds is now coordinated by the Maine Volunteer Lake Monitoring Program. The current primary focus of PWA's water stewardship efforts is the prevention of the introduction of invasive aquatic plants (IAP) to the ponds in the Pemaquid River watershed, primarily through a summer program of Courtesy Boat Inspections and IAP education. Since 2003, PWA has conducted water quality monitoring at Pemaquid Beach in partnership with the Maine Healthy Beaches program. PWA also works on projects to reduce non-point source (NPS) pollution by conducting field surveys to identify possible NPS pollution and then facilitating remediation for the most significant problem areas. PWA also leads a Coastal Cleanup each year to rid the Pemaquid coast of litter. In 2010, PWA began a program of water quality monitoring (for fecal contamination) at Biscay Beach and the Bristol Mills swimming hole to protect public health and environmental quality.

Education. The PWA education program includes diverse outreach activities and events, such as summer camp, in-school programming, interpretive hikes, seminars, fair booths, and special events.

The goal of PWA's education is to foster appreciation for the natural environment, with particular focus on promoting responsible stewardship of the natural resources of the Pemaquid Peninsula. In 2003, the PWA opened Beachcombers' Rest Nature Center at Pemaquid Beach Park in collaboration with the Town of Bristol. Each year PWA organizes *PWA Ponders* gatherings for information sharing for each of the following ponds: Biscay, Duckpuddle, McCurdy, Paradise, and Pemaquid. PWA provides "*PWA Ponders* Packets" filled with information about water quality and best management practices for pond side residents. In 2009, PWA established a Butterfly Garden at Pemaquid Beach Park and initiated the State's LakeSmart program to provide site-specific technical support to help pond side residents take the best care of their property to protect pond water quality. In addition, the PWA Paddlers lead free weekly paddling trips each summer, fostering appreciation of our natural resources through recreation.

Funding for PWA mainly comes from membership; PWA is supported by donations, membership dues, and the annual fund drive from individuals and businesses. Donations to land trusts are tax deductible just like any other charity. We need the support of our members and volunteers to help meet our operating budget so that we can continue our important work on the Pemaquid Peninsula.

What is a watershed?

- It is land, not water. It is all the land that drains (sheds water) into a particular body of water such as a pond, stream or ocean.
- It is water running downhill – simple as that.
- It is all the land around a water body, bounded by high ground like hills (think of it like a salad bowl).
- It is land with water running across it, both above and below ground.
- It is a distinct piece of land with defined borders that are determined by which way the water flows off that land.
- All land is part of some water body's watershed – no exceptions

OK. So what is the big deal about watersheds?

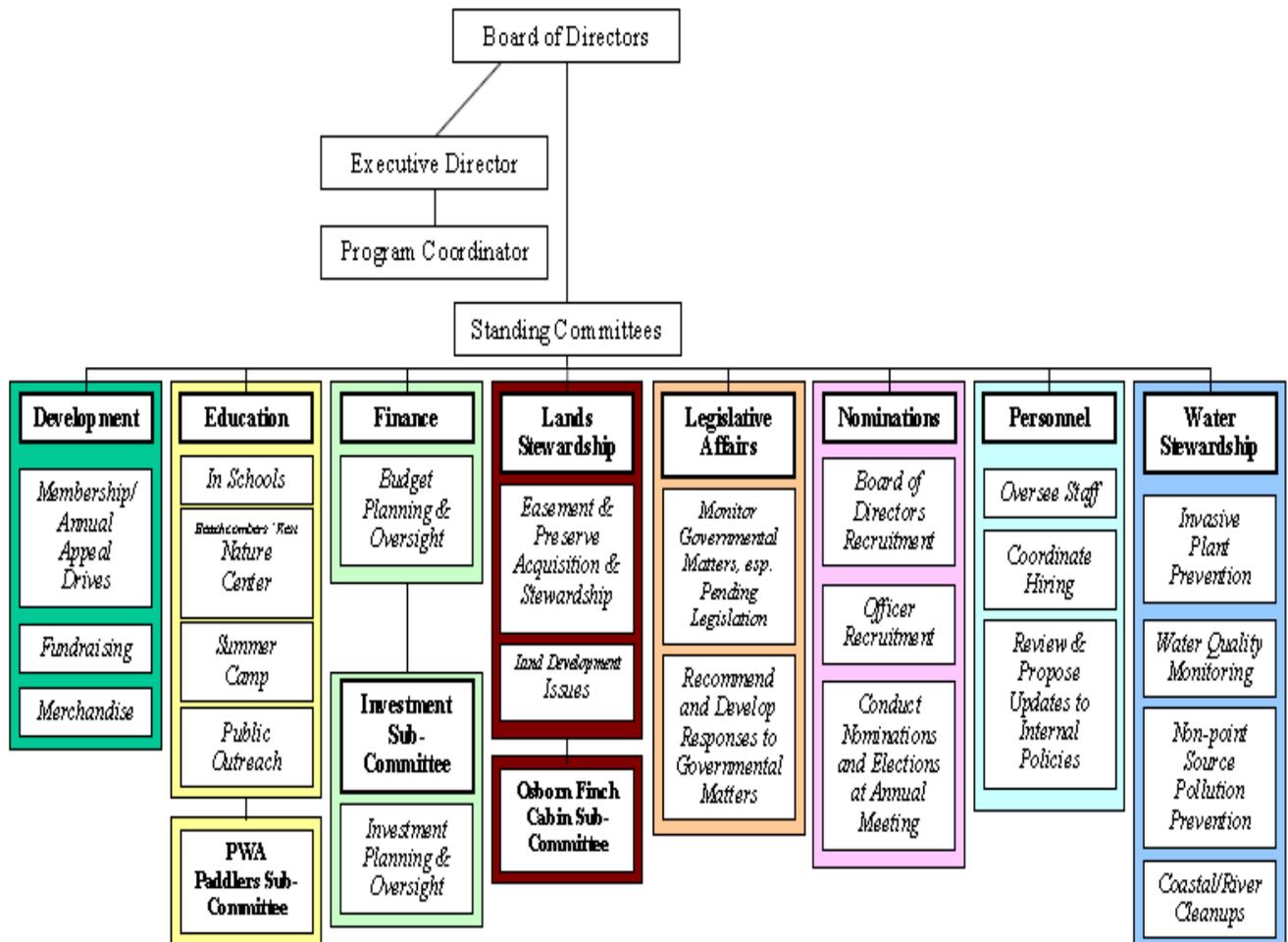
- If any of this water running off the land encounters some form of pollution (oil, excess lawn fertilizer, eroded soil) it will carry that pollution down to the next water body. To deal with pollution in a water body, you have to be concerned about the whole watershed of that water body.
- The highest hills are not necessarily watershed boundaries.
- There are watersheds inside watersheds. Streams (each with their own watershed) run into ponds (each with their own watershed) which drain into rivers (each with their own watershed) which flow to the ocean (with its own watershed).

Please visit the PWA website for photos and more information covering:

- ◆ Preserves & Trails ◆ Land Protection ◆ Water Stewardship ◆ Membership
- ◆ Environmental Education ◆ Beachcombers' Rest Nature Center ◆ PWA Paddlers
- ◆ Osborn Finch cabin ◆ Events Calendar

•Organizational Structure•

Pemaquid Watershed Association Organizational Structure
July 2013



·Volunteer Position Descriptions·

More detailed clarification to follow upon volunteer choices and assignments.

LAND STEWARDSHIP - *As a land trust, PWA uses a variety of land conservation tools to protect the beauty and natural integrity of the Pemaquid Peninsula Region. There are many techniques available to preserve a treasured property. Two of the most common land protection strategies are conservation easements and land acquisition. There are many other options available as well.*

Trail Work

Build kiosks, create and maintain trails, and generally keep PWA preserves in good shape for visitors.

Preserve Steward

Become a steward for a PWA preserve and be in charge of monitoring and maintaining an ecologically important protected property. Stewards visit their preserve at least once a month, lead trail crews when needed, and send reports of the preserve conditions to PWA. It is preferable, but not necessary, for preserve stewards to have some experience working with tools and be year-round residents.

Annual Conservation Easement Monitoring

Yearly monitoring of our 14 conservation easements covering 430 acres. Follow the PWA form and take digital photos to document changes or problems.

WATER STEWARDSHIP - *The primary focus of PWA's water stewardship efforts is the prevention of the introduction of invasive aquatic plants (IAP) to the ponds in the Pemaquid River watershed, primarily through a summer program of **courtesy boat inspections** and **IAP education**. Since 2003, PWA has conducted water quality monitoring at Pemaquid Beach in partnership with the Maine Healthy Beaches program. PWA also works on projects to reduce non-point source (NPS) pollution by conducting field surveys to identify possible NPS pollution and then implementing remediation for the most significant problem areas.*

Courtesy Boat Inspections

Help prevent invasive plants from entering our watershed by teaching boaters how to inspect their boats for hitchhiking plants! Join to conduct helpful inspections at the **Pemaquid Lake Boat Launch** in Nobleboro and the **Biscay Beach Boat Launch** on Saturdays and Sundays during the summer months of June through Labor Day with two-hour shifts available from 6 a.m. to 2 p.m. Training is required. We are looking to expand this program and need more helpers. Education and information - also talk about the led tackle exchange program with fishermen.

Water Quality Monitoring

Each summer, PWA volunteers collect water samples at Pemaquid Beach, Biscay Beach, and the Bristol Mills swimming hole. PWA also leads volunteers in conducting field surveys to identify non-point source pollution (aka polluted runoff) in the watershed. PWA volunteers monitor Pemaquid Beach under the Healthy Beaches Program.

Invasive Aquatic Plant Patrol (IAP)

Invasive Aquatic Plant Patrol volunteers are truly needed since the discovery of hydrilla in Damariscotta Lake. Join the PWA Shoreline Patrol and have fun in your kayak, canoe or boat. Adopt a section of the pond to look for invasive aquatic plants and to collect baseline data.

LakeSmart Program through the Maine Lakes Society (formerly COLA.) Learn Best Management Practices to live lightly on the lake. Receive the LakeSmart award or commendation after property evaluation.

Salt Marsh Monitoring

PWA is monitoring the restoration of the salt marsh at Fish Point, near Pemaquid Beach. Help us document the changes in the salt marsh as it returns back to its natural state. Volunteers test salinity and help with vegetation, bird, and fish studies.

EVENTS

Planning

Help plan and carry out fundraising events such as raffles, the annual fall and winter bird seed sale, **Party on the Pier** and silent auction (June), and the **Rubber Ducky River Race** (July). Bring new ideas to the table for upcoming fundraisers and events!

Ticket Selling

We sell event and raffle tickets at least four times a year. This is one of the easiest ways to volunteer for PWA - take a few home and sell them to your friends, set up a table in town to sell on a busy weekend day, etc.

Festivals and Fairs

Staff tables at festivals like the Pemaquid Oyster Festival and the InfoZone during Pumpkinfest. With a PWA traveling exhibit, provide information about our mission, programs and volunteer opportunities, and sell interesting PWA merchandise.

EDUCATION

Environmental Education and Outreach

Volunteers are needed to **lead interpretive hikes** (or simple hikes for enjoyment) through PWA preserves; share your enthusiasm about hiking, paddling, birding, wildlife habitat or nature in general. Help with school-based programs or assist with summer camp (no camp held in summer 2013). If you enjoy teaching about nature and our environment, you can help.

Beachcombers' Rest Nature Center

Volunteers are needed to help at the nature center at Pemaquid Beach with visitor education, interpretive beach guide, and help with the touch tank. In addition to its displays and interactive exhibits, the Center serves as base of operations for a variety of multidisciplinary programs that draw upon beach resources. The overall intent is to foster awareness and appreciation for the local environment, thereby helping to ensure that this rare and remarkable beach will be enjoyed by future generations of beachgoers. The Center is open from the first week in July through September (weather dependant). Volunteers generally commit to 2-4 hours per day, one or two days a week.

OFFICE ASSISTANCE

Office Help

From the mundane to the technical, office work provides a seemingly endless wealth of volunteer opportunities. This could be as simple as taking the recycling to the dump every other week, vacuum once a week, or address, stamp, and seal when we have mailings to send out. Put your latent librarian talents to work filing or organizing our storeroom, or put your computer tech savvy into use by doing many other helpful projects.

Newsletter and Publicity

Do you have a knack for writing? We are always looking for someone to write articles for the PWA newsletter, *The Watershed Watch*, and to send to local newspapers. Bring your notebook and volunteer to cover one of our upcoming events!

OTHER

Photographer - At PWA events and volunteer opportunities and to use in PWA newsletter.

Videographer - Free Video training is available for anyone interested in this from LCTV.

Volunteer Coordinator volunteer

·Volunteer Philosophy Statement·

Ratified: January 3, 2013

Pemaquid Watershed Association (PWA) was founded in 1966 through the efforts of dedicated volunteers. Volunteers continue to play a vital role working to reach PWA's goals and fulfill PWA's mission. PWA values volunteers as absolutely essential to PWA's existence and ongoing vitality as an organization. The effectiveness of PWA depends on volunteers who strive to conserve the natural resources of the Pemaquid Peninsula and to foster a pristine and nurturing environment where people and wildlife thrive. In other words, it is through volunteers and volunteer leadership that PWA serves the Pemaquid Peninsula and fulfills its mission and vision.

All volunteers are expected to support and promote the mission and vision of Pemaquid Watershed Association. Volunteers perform a variety of tasks that help PWA operations run smoothly, ranging from manual labor and administrative support to teaching and project management. PWA believes that volunteers should be treated with respect, encouraged to volunteer in ways that interest and excite the volunteer, and should be recognized and celebrated for their service. PWA aims to give volunteers meaningful responsibilities and recognition for work done, and volunteers are expected to actively perform their tasks to the best of their abilities, while remaining loyal to the mission and vision of PWA.

·Volunteer Policies and Procedures·

We are eternally grateful to all of our volunteers in all of the roles, large and small, that they serve at PWA. We strongly believe that *"Volunteers don't get paid, not because they're worthless, but because they're priceless."*

The following policies and procedures exist for the protection of all our volunteers and PWA. Adherence to these procedures ensures a safe and consistent volunteer experience and positive outcomes for the organization as a whole.

General Policies

1. The Volunteer Program
 - The mission of PWA is advanced by the active participation of citizens of the community. To this end, PWA accepts and encourages volunteer involvement within all appropriate programs and activities. The policies in this handbook are intended to provide guidance and direction for both volunteers and staff. The policies are intended for management guidance only, and do not constitute a binding contractual or personnel agreement. PWA reserves the right to change any of these policies and to expect adherence to the changed policies. Unless specifically stated, these policies apply to all volunteers in all programs and projects undertaken by PWA.

2. Role of the Program Coordinator

- The productive utilization of volunteers requires a planned and organized effort. The function of the Program Coordinator is to direct and assist staff and volunteer efforts to jointly provide more productive services. The Program Coordinator takes primary responsibility for planning effective volunteer utilization, recruiting volunteers, training volunteers, communicating with volunteers, and for tracking the data reflecting the contribution of volunteers to PWA.

3. What is a volunteer?

- A volunteer is anyone who chooses to perform services for PWA without expectation of compensation (beyond reimbursement for pre-approved specified expenses) and who performs a task at the direction of and on behalf of PWA. A volunteer is not an employee of the agency.

4. Service at the discretion of PWA and volunteer

- PWA accepts the service of volunteers with the understanding that such service is at the sole discretion of the agency. PWA may at any time, for whatever reason, decide to end the volunteer relationship. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the association. Notice of such a decision should be communicated as soon as possible to the Program Coordinator.

5. Volunteer Standards and Responsibilities

- Volunteers will be given meaningful assignments and effective direction and be recognized for work done. In return volunteers should actively perform their duties to the best of their abilities, volunteer at their assigned times, and remain loyal to the mission of PWA.

6. Representation of PWA

- Volunteers must seek prior consultation and approval from PWA staff prior to any action or statement which might affect or obligate PWA. These actions may include, but are not limited to, public statements to the press, communications with the public, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations.

7. Harassment and Discrimination

- PWA expects all staff and volunteers to behave in accordance with PWA's Non-discrimination Policy. All volunteers should be accorded respect and consideration and feel that PWA provides a safe and productive workplace. PWA therefore prohibits any actions or conduct that may discriminate against or harass other staff or volunteers. PWA does not tolerate any actions, words,

jokes, or comments based on an individual's gender, sexual orientation, race, ethnic background, age, religion, physical condition, or other legally protected characteristic. Any comments or

***NON-DISCRIMINATION STATEMENT:** The Pemaquid Watershed Association does not discriminate on the basis of race, ethnicity, gender, sexual orientation, disability, national origin, political affiliation, or religious beliefs.
Ratified, February 4, 2010.*

actions which demean or are hurtful to people are prohibited. Any such conduct may result in immediate discharge.

Unacceptable behavior includes, but is not limited to: Verbal harassment or abuse with sexual, racial, religious, ethnic, or similar overtones; subtle pressure or unwelcome touching of an individual; requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's volunteer status or promises of preferential treatment; conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

If you feel that you have been harassed, you should immediately notify the Program Coordinator or the Executive Director. If PWA determines that the complaint is valid, it will discipline the person who engaged in harassment in accordance with its normal disciplinary procedures.

Specific Policies

1. Chain of command
 - The Program Coordinator is responsible for day-to-day management and guidance of the volunteer and will be available to the volunteer for consultation or assistance. In specific instances (e.g., on particular projects or trail crews), a volunteer may be assigned to lead and direct other volunteers.
2. Timekeeping
 - Volunteers are expected to document the time they have volunteered. Accurate records of volunteer time are essential to PWA for record-keeping and to document in-kind contributions for grant proposals and reporting. Tracking volunteer hours helps PWA quantify its accountability. Volunteers will be instructed in current timekeeping procedures by PWA's Program Coordinator.
 - Volunteers will either document their time online or on a paper form, as directed by the Program Coordinator.
3. Confidentiality
 - Volunteers are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving as volunteers, whether this information involves staff, volunteers, or other persons, or involves overall institutional business.
4. Worksite Safety
 - The safety of volunteers is important to PWA. Volunteers and PWA share the responsibility for establishing and maintaining a safe work environment. PWA will attempt to ensure a safe work environment and to comply with federal and state regulations for training and protective equipment. Volunteers are expected to obey

safety rules and to exercise caution in all work activities. Volunteers are not covered by PWA's insurance for any bodily injury or property damage that may occur while volunteering.

5. Dress Code

- As representatives of PWA, volunteers are responsible for presenting a good image. Volunteers should dress appropriately for work conditions and performance of their duties.

6. Length of Service

- A predetermined time commitment will be developed with each volunteer assignment. Certain volunteer positions, including but not limited to Trail Stewards, Courtesy Boat Inspectors, and Water Quality Testers, require at least a season-long commitment.

7. Training

- Volunteers will be given an opportunity to attend a general orientation on the nature, purpose, and mission of PWA and a review of the volunteer program. ***Although this is not a required, it is necessary to attend in order to be an effective PWA volunteer.***
- For certain positions including Courtesy Boat Inspectors and Water Quality Testers, volunteers are ***required*** to attend training sessions before beginning their service. For all other volunteer positions, volunteers will receive necessary training by the Program Coordinator or their volunteer supervisor.

8. Attendance and Punctuality

- Volunteers are expected to perform their duties on a scheduled and timely basis. Absenteeism and tardiness place a burden on other volunteers and staff of PWA. If expecting to be late or absent from a scheduled duty, volunteers should inform the Program Coordinator as far in advance as possible so that alternate arrangements can be made.

9. Membership

- Membership in PWA is not required in order to volunteer with PWA, except for service on committees. But, because PWA is funded primarily by membership dues, volunteers are encouraged to join. As a member you will receive the PWA newsletter, *Watershed Watch*, three times per year and enjoy advance notice of PWA events and activities plus a PWA loon logo window decal. You'll also have the satisfaction of knowing you are helping to protect the beauty and quality of the Pemaquid Peninsula environment.

PWA suggested annual membership levels:

Individual: \$25
 Family: \$35
 Steward: \$50
 Patron: \$100
 Benefactor: \$250
 Sponsor: \$500
 Conservation Partner: \$1000

Business Member: \$100
 Business Partner: \$500

10. Conflict of Interest

- All volunteers will be asked to sign a conflict of interest policy, which is essential for the ethical accountability of PWA.

•Conflict of Interest Policy•

Please read the Conflict of Interest Policy and sign below.

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to Pemaquid Watershed Association, or result in personal financial, professional, or political gain on the part of such persons at the expense of Pemaquid Watershed Association or its Members, supporters, and other stakeholders.

Definitions:

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members and board members of Pemaquid Watershed Association.

Board means the Board of Directors.

Officer means an officer of the Board of Directors.

Volunteer means a person -- other than a board member -- who does not receive compensation for services and expertise provided to Pemaquid Watershed Association and retains a significant independent decision-making authority to commit resources of the organization.

Staff Member means a person who receives all or part of her/his income from the payroll of Pemaquid Watershed Association.

Member means a Member of Pemaquid Watershed Association

Supporter means corporations, foundations, individuals, 501(c)(3) nonprofits, and other nonprofit organizations who contribute to Pemaquid Watershed Association.

CONFLICT OF INTEREST POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 - a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or his/her organization stands to benefit from a Pemaquid Watershed Association transaction or staff member of such organization receives payment from Pemaquid Watershed Association for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A board member's organization receives grant funding from Pemaquid Watershed Association.
 - e. A board member or staff member is a member of the governing body of a contributor to

Pemaquid Watershed Association.

- f. A volunteer working on behalf of Pemaquid Watershed Association who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Pemaquid Watershed Association's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
3. A Board member or Committee member who is formally considering employment with Pemaquid Watershed Association must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term, which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with Pemaquid Watershed Association must submit a written request for a temporary leave of absence to the Secretary of the Pemaquid Watershed Association Board, c/o the Pemaquid Watershed Association's office, indicating the time period of the leave. The Secretary of Pemaquid Watershed Association will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the Pemaquid Watershed Association.
4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
5. Anyone in a position to make decisions about spending Pemaquid Watershed Association's resources (i.e., transactions such as purchases contracts) - who also stands to benefit from that decision - has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
6. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with Pemaquid Watershed Association or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
7. This policy and disclosure form must be filed annually by all specified parties.

PWA Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties, as identified in the Pemaquid Watershed Association Conflict of Interest Policy Statement (ratified by the Pemaquid Watershed Association's Board of Directors on October 1, 2008).

I have no conflict of interest to report

I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature: _____

Printed Name: _____

Date: _____

COPY after signing and file with PWA volunteer records

•Volunteering Acknowledgement•

I have read the Pemaquid Watershed Association Volunteer Orientation Handbook and I understand that I should consult with my volunteer leader, the Program Coordinator, or the Executive Director should I have any questions about the policies, procedures, or benefits contained therein.

I understand that there may be revisions to the Volunteer Orientation Handbook. Such revisions will be communicated to volunteers through official notices.

I have entered into my volunteer relationship with Pemaquid Watershed Association willingly and acknowledge there is no specified length of volunteering. Accordingly, either Pemaquid Watershed Association or I can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this handbook is neither a contract of employment or volunteering, nor a legal document.

Although some or all of the policies, procedures, and benefits may have been explained to me verbally, I understand that it is my responsibility to fully read, comprehend and comply with the policies contained in this handbook and any revisions made to it.

Volunteer Signature

Date

Volunteer's Name (printed)

COPY after signing and file with PWA volunteer records