2013/14
HRM Regional Trails Association (HRTA)
Best Practices Checklist

1. **Make HRM staff the first point of contact for trail related inquiries.**

2. **Make every effort to follow best practices to enable good partnerships to develop i.e. make every effort to be inclusive of all partners with information, invitations to meetings etc.**

3. **Inform staff and invite staff to your meetings. Staff may not be able to attend all, but make sure they know about the date and location of your meetings.**

4. **Make sure to have any major decisions and major financial expenditures passed by motions, carried and reflected in the minutes at regular community board meetings.**

5. **After your groups' Annual General Meeting (AGM) have your Officers & Directors lists and amendments of by-laws updated with Registry of Joint Stocks.**

6. **Make every effort to keep current membership lists up-to-date. Every community group needs to be seen as representative of their community.**

7. **Keep membership with NS Trails up-to-date.**

8. **For Insurance purposes make sure that a routine schedule of inspections is followed with a report kept up-to-date and on file.**

9. **Prepare to have a representative from your group at HRTA meetings as regularly as possible. The rule is that groups are not to miss three consecutive meetings.**

10. **Follow HRM procurement best practices of seeking 3 quotes for expenditures over $1000.00. Keep documentation on file.**