

## **Statement of Purpose and Guidelines**

### **Buffalo Mountain Volunteer Stewardship Committee**

#### **PURPOSE**

Acting under the auspices of the Virginia Department of Conservation and Recreation, Division of Natural Heritage (DCR-DNH), the Buffalo Mountain Volunteer Stewardship Committee (VSC) will assist with stewardship activities on Buffalo Mountain Natural Area Preserve (BMNAP) to achieve resource management goals.

#### **RESOURCE MANAGEMENT GOALS**

The following are the primary stewardship activities of the VSC:

##### **1. Visitor Contact and Reporting:**

- a. Establish and maintain a DCR presence at BMNAP, especially during peak use times such as weekends and holidays.
- b. Record numbers of visitors, special requests, trail conditions, and incidents / violations; report this information to DCR-DNH staff.
- c. Provide information to visitors on the natural heritage and cultural resources of BMNAP.
- d. Provide information to visitors on permitted and prohibited activities (**including ATV use and horseback riding**) at BMNAP.
- e. Lead hikes to the summit of Buffalo Mountain on a regular basis.

##### **2. Operations Stewardship:**

- a. Remove litter from preserve as needed.
- b. Clear and maintain preserve roads and trails as needed.
- c. Assist in boundary line maintenance, sign posting, and patrol as requested.
- d. Assist in fire-break construction, fire management, and smoke monitoring as requested.
- e. Open and close gates for security or public access as requested.

##### **3. Resource Stewardship**

- a. Assist with baseline vegetation inventory and monitoring as requested.
- b. Assist with resource stewardship projects including invasive species control and tree planting as requested.
- c. Assist with deer population management in accordance with the BMNAP Deer Management Guidelines

This list is not meant to be restricted to the above activities, and can be revised at any time with the mutual approval of DCR-DNH and the VSC.

#### **ORGANIZATION AND ADMINISTRATION OF VSC**

The VSC will be composed of at least 10 volunteers, who will elect or appoint a committee chairperson, and, if necessary, a vice chairperson. These volunteers will be organized into subcommittees to match volunteers' activities with their skills and preferences, as described below:

### **TRAIL STEWARD SUBCOMMITTEE**

Trail stewards will coordinate to staff the parking lot / trail / summit with volunteers on a regular basis, concentrating efforts on times of peak use: spring, summer, fall, weekends, and holidays. Trail stewards will document visitor activities and use according to the trail stewards report in Attachment 1, and forward these to DCR-DNH on a monthly basis. Trail stewards will promote the DCR-DNH mission and intent at BMNAP, and promptly inform DCR-DNH staff of any infractions or incidents.

### **FIELD TRIP LEADERS SUBCOMMITTEE**

Field trip leaders will coordinate to lead field trips that interpret the biological and cultural resources of BMNAP on a regular basis, scheduling trips for times of peak uses: spring, summer, fall, weekends, and holidays. Field trip leaders will need to complete one day of hands on training at BMNAP (conducted by full time DCR-DNH staff) in order to be appointed to this subcommittee. Field trip leaders will promote the DCR-DNH mission and intent at BMNAP, and promptly inform DCR-DNH staff of any infractions or incidents. Field trip leaders will keep track of the number of participants on field trips.

### **OUTREACH STEWARDS SUBCOMMITTEE**

Outreach stewards will coordinate to promote the knowledge of BMNAP throughout the greater Floyd / Carroll County area. Outreach stewards will help to recruit and train volunteers, and inform the general public of events such as field trips / group hikes at BMNAP. Outreach stewards will promote the DCR-DNH mission and intent at BMNAP, through the use of media (local newspapers), flyers, etc.

### **DEER MANAGEMENT SUBCOMMITTEE**

Deer management stewards will assist DCR-DNH with deer management activities, including harvesting deer according to state regulations and other stipulations stated in the BMNAP Deer Management Plan. Deer management stewards will inform DCR-DNH staff of the number, gender, and age of harvested deer within two weeks of the close of the annual deer hunting season. Deer management stewards will be authorized annually by DCR-DNH based on a **minimum participation of 20 hours per year** in non-deer management stewardship activities at BMNAP. For the time period October 1, 2004 – September 30, 2005, the deer management stewards are listed in Attachment 2 . Deer management stewards will promote the DCR-DNH mission and intent at BMNAP, and honor all restricted areas.

### **GENERAL STEWARDSHIP SUBCOMMITTEE**

In consideration of all of the subcommittees listed above, a general stewardship subcommittee will be established to assist with boundary line maintenance, forest inventory, invasive species monitoring and control, litter removal, and road and trail maintenance. General stewards will perform these activities on an as needed basis, on VSC workdays organized by DCR-DNH or the VSC itself. General stewards will promote the DCR-DNH mission and intent at BMNAP.

## **VEHICLE USE BY VSC**

Vehicle traffic on roads will be limited to official VSC activities. Vehicles used for VSC activities will be identified with a membership card placed in the dashboard. At any time, DCR-DNH can suspend for a specified time period all VSC activities that conflict with the DCR-DNH management, research, or education mission. At no time will All Terrain Vehicles (ATVs) be operated at BMNAP, unless under the direct and immediate consent of full time DCR-DNH staff. At no time will any vehicles be operated off of established roads at BMNAP, unless under the direct and immediate consent of full time DCR-DNH staff.

## **COMMITTEE CHAIRPERSON**

The committee shall select a chairperson based on a decision by the committee members and approval by full time DCR-DNH staff. The chairperson will serve a one-year term after which the VSC will reappoint the current chairperson or select a new chairperson. The VSC or the committee chairperson may appoint a vice chairperson to assist the committee chairperson with his or her responsibilities, as listed below.

## **CHAIRPERSON RESPONSIBILITIES**

1. Call, schedule, and preside over VSC meetings.
2. Report **monthly** accomplishments to DCR-DNH staff via email.
3. Serve as the point of contact with DCR-DNH to receive updates and establish priority stewardship actions.
4. Coordinate volunteer efforts to achieve priority stewardship actions.
5. Prepare and circulate activity reports to the VSC and DCR-DNH as needed.

## **VSC MEMBER RESPONSIBILITIES**

1. Sign up as a DCR-DNH volunteer.
2. Promote the DCR-DNH mission and intent at BMNAP.
3. Participate in voluntary activities at a minimum of 20 hours, not to include deer management activities.
4. Track individual time using time sheet in Attachment 3.
5. Inform committee chairperson of activities / incidents at BMNAP.
6. Coordinate with other committee members to achieve stewardship goals at BMNAP.

**ATTACHMENT ONE: TRAIL STEWARDS REPORT**

Volunteers: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time \_\_\_\_\_

Date / Day of Week: \_\_\_\_\_ Weather: \_\_\_\_\_

Number in Party	ZIP CODE	NOTES

Number of Parties: \_\_\_\_\_ Total Visitors: \_\_\_\_\_

Infractions / Incidents:

//

## ATTACHMENT TWO: VSC TIMESHEET

**Name:**

[illegible]

**ATTACHMENT THREE: AGREEMENT BETWEEN VSC (OR  
SUBCOMMITTEE) CHAIRPERSONS AND DCR-DNH**

---

As Buffalo Mountain VSC (or subcommittee) chairperson, I agree to:

1. Call, schedule, and preside over VSC (or subcommittee) meetings.
2. Report **monthly** accomplishments to DCR-DNH staff via email.
3. Serve as the point of contact with DCR-DNH to receive updates and establish priority stewardship actions.
4. Coordinate volunteer efforts to achieve priority stewardship actions.
5. Prepare and circulate activity reports to the VSC (or subcommittees) and DCR-DNH as needed.

I understand that either DCR-DNH or I may terminate this agreement at any time, for any reason, following two weeks advance notice.

---

Rick Myers, Stewardship Manager DCR-Division of Natural Heritage      Date

---

Chairperson

Date