

## 2018 NH LAKES POINT PERSON/CO-POINT PERSON AGREEMENT

**Please review, sign, and return to NH LAKES before you begin the season:** These policies are intended to ensure the fair and consistent treatment of all NH LAKES volunteers and employees and to foster an atmosphere of mutual respect non-discrimination, and trust based on clear lines of authority, responsibility, and accountability. None of the policies or guidelines are intended to give rise to contractual rights or obligations and are subject to modification by NH LAKES at any time.

I, \_\_\_\_\_, have been appointed by my local group's board of directors/supervisor to  
(Printed Point Person/co-Point Person Full Name)

serve as the **Point Person/co-Point Person** for the NH LAKES Lake Host Program with:

\_\_\_\_\_  
(Printed Full Name of Local Participating Group)

### I understand that:

- This position requires a time commitment of approximately five hours per week during the duration of the program in order to ensure my local organization, NH LAKES, boaters, and our lakes get the maximum possible benefit out of the Lake Host Program.
- My role as the Point Person/co-Point Person is to ensure that all aspects of our local program run smoothly, including: administrative work; employee and volunteer recruitment, training, and oversight; communications with both my organization's leadership team and NH LAKES; and, ensuring that our group abides by and fulfills all program policies and requirements.
- It is NH LAKES' policy that Point Persons must meet with Lake Host employees and volunteers for interviewing/training/performance assessment purposes in group settings or in a public place (such as a local library, town hall, access site, or local business). One-on-one meetings should never occur at a private residence.
- Following Lake Host employee and volunteer recruitment guidelines provided by NH LAKES will help our group to select qualified candidates and not inadvertently ask improper or illegal interview questions.
- It is NH LAKES' policy that Point Persons provide Lake Host employees and volunteers with a self-service system to access program materials and to turn in paperwork. This system should not require the employee or volunteer to enter a private residence.
- Regularly visiting all inspectors at the access site provides opportunities for me, as the Point Person, to: evaluate Lake Host Inspector performance and offer respectful and constructive performance feedback and retraining; restock supplies; and, evaluate access site conditions to ensure safe working conditions. NH LAKES should be notified immediately of any safety issues and or injuries incurred by any volunteer or employee while on duty.
- Maintaining regular communications with NH LAKES regarding volunteer and employee performance not meeting program expectations will ultimately benefit the individual, my group, NH LAKES, and visiting boaters. I may be asked by NH LAKES to help develop and oversee performance improvement plans for employees or volunteers. Only NH LAKES may terminate an employee or volunteer relationship with the Lake Host Program.
- NH LAKES employs a zero tolerance policy with regard to harassment or violence of any type, regardless of position or rank within the organization. I will inform NH LAKES immediately of any such complaints (including any harassment of employees or volunteers by boaters or other visitors to the access site). NH LAKES will take all complaints seriously, investigate complaints promptly, and all investigations and outcomes will be kept confidential to the maximum extent possible.

### ACKNOWLEDGEMENT

\_\_\_\_\_  
(Point Person/Co-Point Person Signature)

\_\_\_\_\_  
(Date)