

Board of Directors Positions: Roles and Responsibilities

DLA Board Members are elected to the Board, not to a position. There will be between 7 and 9 members elected to the Board. Membership on the board is a term appointment of 3 years with the option to stand again for re-election.

There are a number of Board Positions as well as room for Members at Large.

Specific roles and responsibilities will be agreed upon at the first meeting of the new Board.

1/President

- The face of the organization, primary contact unless otherwise specified
- Arranges meetings of the Board, sets agenda, chairs meetings, throughout the year, or ensures an alternate
- Keeps a record of various actions and documents, e.g., minutes, letters sent to politicians and others, reports to other groups etc.
- Maintains a hard copy of messages sent to all members
- Arranges and chairs the AGM, including responsibility for the guest speaker
- Sends out, ahead of time, copies to members of proposed votes to be held at the AGM
- Seeks new members to join the Board as needed
- Creates and/or approves messages and distributes them to members throughout the year
- Ensures that the Incorporation process is up to date, and manages any changes to be approved at the AGM
- Reports to and communicates with SF Township on issues related to water quality and development, jointly with water quality chair.
- Attends bi-annual Lakes Association meetings (or finds alternate), and presents a written update of DLA activities.
- Attends other meetings as appropriate
- Works with the Newsletter editor to write an annual report and to encourage DLA members to submit an article
- Maintains a book of by-laws, including the original as well as updates

2/Treasurer

- Manages the bank account, including ensuring that all signing officers are registered at the bank.
- Reports on financial status to the Board at meetings or when otherwise requested by the President.
- Receives membership fees either on-line or in person at AGM and makes any appropriate cash deposits.
- Works with the Membership and Social Committee to maintain an updated membership list
- Pays invoices as approved by the President
- Manages the Incorporation process, including any required reporting.
- Collects hard copy mail and forwards as appropriate.

3/Secretary

- Takes minutes at the Board meetings and AGM and provides an electronic copy to the president for approval and distribution within one week of said meeting. Ensures approvals at subsequent meetings, and keeps an electronic copy of the minutes. Prints a hard copy of the minutes and keeps a Minute Book up to date.
- As approved by the President, extracts any Policy decisions from the minutes of meetings, and places a hard copy record in a Policy. The record is simply a list: title, date, decision.
- Ensures that the Minute Book and Policy Book are available for reference at each board meeting.
- Assists the President with any correspondence.
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Chairs of Standing Committees

It is recommended that each Committee establish Terms of Reference that would guide their activities, to be approved by the Board.

4/Water Quality (WQ) Committee Chair

Organizes and Chairs the Water Quality Committee meetings, including recruiting committee members

- Manages water testing processes
- Maintains Bass protection signage. (signs)
- Develops strategies to help maintain healthy lake
- Seeks strategies to deal with actions that negatively affect the environment, including the quality of the lake water.
- Together with the President, participates in appropriate committees, workshops and meetings related to environmental protection
- Along with the President, communicates with Township regarding Water Quality issues
- Develops messages and responds to communication on water quality issues, concerns and complaints on behalf of Board.
- Recruits new member to the WQ Committee as needed
- Writes an annual report of committee activities each April for the Newsletter

5/Membership and Social Committee Chair

- Works with the Treasurer (or web master?) to maintain an updated membership list.
- Sends membership renewal notices and reminders to members in early May
- Sends a second reminder after the May 31st deadline and as a follow-up to those who have not renewed
- Provides a list of delinquent members to the board at the September meeting for decisions regarding removal of the households from the membership/ mailing list.
- Develops strategies to recruit members and retain existing members.

- Plans social events to support existing members and recruit new members.
- Plans the annual BBQ/AGM in liason with the President
- Recruits new members to the Membership and Social Committee as needed
- Writes an annual report of committee activities each April for the Newsletter
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6/Web Manager/Communications

- Works under the direction of the President
- Makes proposals to the Board for enhancement of the website and updates it.
- Assists the President in formulating and sending electronic mail messages to members as appropriate

Other Positions

7/ Members at Large (1-3 members)

- Supports work of other Board member
- Assists with DLA activities as appropriate
- Participates in Board meetings
- Helps to encourage other members to join the DLA Board
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Newsletter Editor

- Can be a Board Member or a general member.
- In conjunction with the President, sends a message each year to recruit potential authors of articles for the Newsletter
- Works with authors to advise and support the writing process
- Reviews and provides feedback on articles
- Seeks relevant photos to accompany the articles
- Reminds the President, the Chair of the Water Quality Committee and the Chair of the Membership Committee to submit their annual report
- Recruits a volunteer (ideally a WQ member) to do the layout for the Newsletter
- Works together with the layout volunteer to get the Newsletter printed
- Ensures that copies of the Newsletter will be available at the BBQ/AGM

November 8, 2019