

# **McDonald Lake Residents Association**

## ***Board Positions Roles and Responsibilities***

### ***Chair (1 year term)***

- Should have served one term as Vice-Chair
- To preside over all monthly business meetings
- To assign a committee member to chair business meetings if unable to attend
- To outline a plan of work in keeping with the business plan and purposes for which the association was formed
- To consult with Board members regarding agenda items and forward to the Secretary
- To be aware of all work of various Board members and sub-committees
- To attend sub-committee meetings as required
- Shall only vote at a business meeting in case of a tie vote
- As past Chair, the Chair will be responsible for chairing the nominating committee
- To thank and acknowledge, at close of year, Board and sub-committee members
- To direct Board in overseeing of employees

### ***Vice-Chair (1 year term)***

- Should have served one term as a Board member
- To be available to chair business meetings in the Chair's absence
- To support the role of the Chair and assist with initiatives of Board and sub-committees
- To attend sub-committee meetings as required
- To develop a thorough knowledge of the role Chair prior to succession

### ***Secretary (1 year term)***

- To attend all business meetings
- To assign a member to take minutes in the Secretary's absence
- To read the minutes of the previous meeting
- To take attendance at all business/Executive meetings
- To record at all business/Executive meetings
- To transcribe and distribute minutes in a timely manner to all members
- To work with the Communications Officer to ensure the necessary information is circulated to members in a timely manner via email
- To develop and maintain email distribution list of all residents with the assistance of the Treasurer
- To prepare a preliminary version of the Annual Report for distribution prior to year end
- To finalize Annual Report at year end for distribution prior to Annual General meeting (AGM)
- To be custodian of all official records (i.e. By-Laws, Minutes, Annual Reports)

***Treasurer (1 year term)***

- To attend all business meetings or provide a financial update to the Chair for distribution at business meetings
- To provide accurate up-to-date record keeping/banking including payments of all payables
- To provide a financial report, twice a year, at AGM and one other business meeting
- To ensure financial reports are posted on association web-site
- To collect annual membership registration fees
- To oversee the cash flow of the association
- To provide recommendations for money management
- To ensure financial statements are accurately prepared and registered
- To provide information relative to budget planning
- To ensure timely government reporting (i.e. income tax and payroll)
- To ensure timely filing of financial statements and lists of Board members to appropriate provincial and federal departments
- To hold signing authority along with two other Board members
- To ensure appropriate insurance coverage for Board and programming

***Communications Officer (1 year term)***

- To attend all business meetings or assign other member if absent
- To work with the Secretary to ensure the necessary information is circulated to members in a timely manner
- To develop a calendar and time line for newsletter production and distribution
- To contact each Member at Large for information
- To develop volunteers to assist with the newsletter editing, layout, sponsorship, etc.
- To maintain association web-site
- To attend (or assign another member) the Prospect Road & Area Recreation Association's monthly meetings and act as liaison for the association
- To develop and distribute promotional materials on events, projects and fundraisers through community posters, Prospect Communities website, schools, road side notice boards, and newspaper, and/or TV public service announcements
- To work within established budget

***Directors at Large (1 year term) (3-5 positions)***

- To represent residents and home/owners in the area
- To promote communication amongst residents
- To collect membership fees and forward to Treasurer
- To submit information on behalf of the residents for meeting agenda's and newsletter
  
- To help organize fundraising efforts and association social events
- To participate in sub-committee work
- To participate in other duties as required

For all the above positions good standing means actively involved in one initiative/event per year and attend 75% of all business meetings.