

Little Silver and Rainbow Lakes Property Owners Association

BOARD MEMBER TERMS OF REFERENCE

President

The incumbent, a member in good standing, elected at the Annual General Meeting, chairs the Board and General meetings.

The incumbent is expected to:

- ensure that Board meetings are called at regular intervals throughout the year and that they are conducted according to accepted procedures, maintaining confidentiality and voting only to break a tie.
- preside over debates and transactions.
- represent or ensure there is representation of the Association with the Township and community organizations, attending meetings and making presentations as required.
- inform the Directors on a regular basis of pertinent matters related to the mandate of the Association.
- maintain liaison with the Area Representatives, providing support and assisting with concerns if necessary.
- monitor the website development, liaising frequently with the volunteer webmaster.
- ensure that informational material is disseminated to members via the website and newsletters in a timely fashion, drafting copy as necessary.
- set the date and Agenda for the Annual General Meeting ensuring that the requisite practical arrangements are made and providing a report to the members.
- transfer all electronic and print files pertinent to the Office to the next incumbent in an expeditious manner upon completion of the term.
- ensure that the Lake Stewardship Plan is reviewed on a regular basis and updated as appropriate.

Vice-president

The incumbent, a member in good standing, elected at the Annual General Meeting, is a member of the Board.

The incumbent is expected to:

- normally stand for election to the position of President at the conclusion of the President's term
- attend Board meetings, maintaining confidentiality, and participate in activities of the Association.
- substitute for the President, on request, at meetings and community events.
- carry out special assignments at the request of the President and Board.
- transfer any files and pertinent information to the next incumbent in an expeditious manner upon completion of the term.

Lake Steward

The incumbent, a member in good standing elected at an Annual General Meeting, is a member of the Board.

The incumbent is expected to:

- attend Board meetings and respect the confidentiality of the proceedings.
- ensure that there is adequate monitoring of water quality in both lakes by arranging for the Association to participate in community programs and by purchasing additional testing as appropriate.
- convey information on the status of the lakes regularly to the Board and to the property owners via newsletters and the website.
- keep all pertinent records.
- submit informational/educational items for the newsletter and the website on a regular basis and ensure that there is material available for take-away at the AGM.
- prepare and present a detailed report to members at the AGM answering questions as required.
- transfer all files pertinent to the Office to the next incumbent in an expeditious manner upon completion of the term.
- monitor and report on lake levels.
- liaise with RVCA
- ensure that relevant informational material is disseminated to members via the website and newsletters in a timely fashion, drafting copy as necessary
- ensure that the Lake Stewardship Plan is reviewed on a regular basis and updated as appropriate

Secretary

The incumbent, a member in good standing, elected at the Annual General Meeting, is a member of the Board.

The incumbent is expected to:

- attend all Board meetings, maintaining confidentiality, recording attendance and preparing the minutes of the proceedings.
- co-ordinate with the Treasurer to maintain a current listing of the membership and with the Area Representatives to ensure that the contact information is up-to-date.
- prepare Minutes of General Meetings and the Directory of property owners in a timely fashion and arrange for their distribution.
- inform relevant community organizations of changes in the Officers and contact information
- co-ordinate with the President regarding publication of regular newsletters and ensure that they are distributed to all.
- ensure that all requisite information for the Annual General Meeting is disseminated according to the Constitution, making practical arrangements as necessary.
- maintain in order historical files and ensure they are kept safe.
- transfer any files and pertinent information to the next incumbent in an expeditious manner upon completion of the term. (proposed change for consistency)

Treasurer

The incumbent, a member in good standing, elected at the Annual General Meeting, is a member of the Board.

The incumbent is expected to:

- attend Board and General Meetings, maintaining confidentiality and presenting financial reports on request and as required.
- present a proposed budget to the directors no later than May 31 in preparation for the Annual General Meeting.
- assume responsibility for the safe-keeping of Association monies, recording transactions and issuing receipts as appropriate.
- ensure that arrangements are made with the bank for appointment of signing officers in accordance with the Constitution.
- coordinate with the Secretary to maintain a current record of membership and with the Area Representatives (Roads 5 & 6) and the designated contact for Road 7 for collection of dues.
- prepare a list of members in good standing for the information of the Board by May 31 and for reference at the Annual General Meeting.
- transfer all print and electronic records to the next incumbent in a timely fashion upon completion of the term.
- submit tax forms as required.

Past President

The incumbent, a member in good standing, assumes this position upon election of a new President.

The incumbent is expected to:

- ensure a smooth transition by transferring all electronic and print Association files in an expeditious manner.
- provide background information and advice to the President and Directors on request.
- ensure that members are aware as positions become vacant and ensure adherence to the Constitution in determining replacements.
- receive nominations for vacant Board positions, informing members of nominations and managing elections if required at the Annual General Meeting.
- chair a Nomination Committee, should the Board require that one be set up.
- In the event that the Past President is unable to take up this position then the duties shall be assigned by the new President to other Board members as appropriate.

Area Representative

The incumbent, a member in good standing elected at an Annual General Meeting, is a member of the Board.

The incumbent is expected to:

- attend Board meetings and to respect the confidentiality of the proceedings.
- act as liaison between the property owners in the area and the Board maintaining a dialogue on concerns and activities, referring matters to specific officers of the Association as appropriate.
- collect dues (Roads 5 & 6) and transmit them to the Treasurer in a timely manner.
- deliver minutes of the AGM, current Directories and other material upon Board request
- report changes in ownership and/or contact information to the Secretary
- report to the Board on a regular basis and to the members at the AGM.
- transfer any files and pertinent information to the next incumbent in an expeditious manner upon completion of the term. (proposed change for consistency)

Webmaster

The incumbent, a member in good standing elected at an Annual General Meeting, is a member of the Board.

The incumbent is expected to:

- attend Board meetings and to respect the confidentiality of the proceedings.
- maintain the Association website, and ensure that this is hosted by on an appropriate and secure server.
- provide Association email addresses for Board members and for general correspondence and information requests.
- liaise with the Treasurer and President on costs and budgets.
- post all Association materials to the website as directed by the Board.
- maintain up-to-date links to other websites on matters of concern to members, including but not limited to those of TVT, RVCA, Lanark County and lake and cottagers' associations.
- Maintain a calendar of community and Association events
- At their discretion, post other materials of interest, respecting any copyright and privacy implications.