

# **Lake Samish Association**

## **Duties of Board Positions**

Adopted September 8, 2008

Revised January 7, 2015

### **1. President:**

- General supervision of the affairs of the Association.
- Preside and chair all meetings.
- Prepare the agenda for all meetings.
- See that all by-laws, rules or policies adopted by the Association or the Board are enforced.
- Appoint the committees (standing committees and/or special committees mandated by the Board). Appoint committee chairs.
- May serve as an ex-officio member of any and all committees.
- Assign Board members to serve as liaisons to other lake-related committees.
- Co-signs all expense checks with Treasurer.

### **2. Vice-President:**

- Assist the President.
- Preside and lead all meetings when President is absent or relinquishes the chair.
- Contacts and recruits members of the community who may be willing to serve on Board.

### **3. Secretary:**

- Record and distribute the minutes of all meetings.
- Maintain an accurate listing of members of the Association (based on the Treasurers official roster).
- Prepare annual Non-profit Corporation registration for the Washington Secretary of State.

### **4. Treasurer:**

- Responsible for the financial affairs of the Association.
- Prepare regular financial reports to address at Board meetings.
- Receive & record receipts. Pay all authorized expenses. Maintain bank account.
- Co-signs all checks with President.
- Composes and distributes annual membership and dues postcard to all homeowners in the watershed. Requests annual homeowner list from Water District.
- Maintain the official Association membership roster based on payment of dues.
- Provide annual budget for Board approval.
- Prepare all tax documents (currently no tax documents).

**5. Communications Chair:**

- Responsible for the general communications of the Board to members of the Association and homeowners within the watershed.
- Composes, updates and distributes newsletter.
- Maintains calendar (general and special meetings, mailings, due dates, etc.).
- Oversees dissemination of all information to website.
- Liaison between Board and Lake Samish Fire Department.
- Ensures all new homeowners around Lake Samish receive the official welcome letter along with copy of most recent newsletter. Communicates individual and address to Treasurer.

**6. Support Chair:**

- Responsible for events sponsored by the Association.

**7. Issues Chair:**

- Responsible for tracking issues.
- Reports to the Board as needed.

**8. At-Large Board Position:**

- Responsible for general input.
- Serve as a liaison to another committee that is not represented by a Board member and the report back to the Board the committee's meeting minutes.
- Serve on auditing committee with another appointed Boardmember (not Treasurer).

**9. Technology Chair:**

- Assists the Communications Chairperson.
- Responsible for updating the website and distributing information via website.
- Maintains general email box and responsible for answering email from Association members or general public. Distributes information to Board member if appropriate.
- Informs Board on new technology or technology updates that would be profitable to the stated goals of the Association.

**10. Ex-President:**

- Not an elected position but may be appointed by President for one year term.
- A voting member of the Board.
- Assist President and Board as requested.