

SFLOA Executive Duties

President/Vice President, Treasurer, Secretary, Directors at Large and Members

All association positions have a two-year term. President/Secretary and Vice President/Treasurer alternating positions to ensure continuity. (See Note 1 below)

The overall duties should be included in our MOA and/or by-laws

1. Duties of the President/Vice President (ideally a fulltime resident of SF Road ... Note 2.)

The President is responsible for ensuring that the mission and objectives outlined in the SFLOA Memorandum of Association and By Laws. The President shall be responsible for:

- Ensuring the association's activities are compliant and in furtherance of its mission
- Leading the association's planning processes
- Leading the association's volunteers
- Facilitate executive and membership meetings
 - The association must hold at least one meeting a year, often known as the "annual general meeting."
 - Welcome new members. Review last minutes, old business, new business, executive election.
 - The executive meets at least two times per year
 - Spring Executive meeting: Financial Update. Assesses road maintenance and repair work for spring/summer. Sets the date for the AGM and summer party. Reviews Executive director election status.
 - Fall Executive Meeting: Financial Update (delinquent funds. Summer maintenance and repair costs. Plans for invoicing. Create Spring news letter.
 - Create meeting agendas
- Works with other members of the executive:
 - Developing, implementing, monitoring, and assessing the association's programs including operation and maintenance activities, financial management, funding
 - Developing, implementing, monitoring, and assessing sound and compliant financial management practices (including budgeting)
 - Developing and maintaining beneficial relationships with service suppliers
 - Ensuring effective external communications about the association and its mission, priorities and activities
 - Ensuring association compliance

- Reviewing and approving association budget, financial statement and balance sheet

2. Duties of the Treasurer

The Treasurer is responsible for the management and reporting of an association's finances.

- Financial management. The Treasurer reconciles bank statements manages cash flow. The Treasurer should be knowledgeable about who has access to the association's funds and any outstanding bills or debts owed.
- Preparing annual budget, financial statement and Balance sheet
- Facilitate annual invoice for road dues owed per lot owner (including overdue accounts)
- Ultimately, while financial management is the primary focus of the Treasurer, the entire board shares the responsibility of financial oversight and accountability.

3. Duties of the Secretary

The Secretary of the association manages communication between the executive and association members by:

- Providing notice of any meetings, distribution of agendas and meeting minutes.
- Working with the Treasurer, issues annual road maintenance dues and association news letter.
- Record minutes of meetings.
- Maintain documentation and Registry of Joint Stocks requirements, such as annual filing, public inspection.
- Maintain a board binder containing the governing documents, key governance policies, minutes of meetings, and voting results

4. Directors at Large

Director(s) at Large means any Director that is not also on the Executive. An elected or appointed member of the Executive whose primary role is to assist the Executive as required.

- Director of Road Maintenance and Improvements will work with contractors and suppliers to identify the required work and prepare a budget, perhaps identifying all the culverts, inspecting culverts.

5. Member Duties

Participate in meetings

Participate in summer party

Volunteer for road improvement

Follow association and municipal/provincial guidelines (garbage sheds, speed limit, burn permitting, etc.) and ensure renters/AB&Bers are aware and follow same.

Notes:

1. All association positions have a two year term is take from our MOA. President/Secretary and Vice President/Treasurer alternating positions to ensure continuity ... just a suggestion.
2. President ideally fulltime resident. That means Robert/Paula, Beth, Aaron/Ashley, Debbie/Steve, Dwight, Rebecca/Marco, Nancy/Kevin and or Peter – eight properties.