

SFLOA Board of Directors Duties

These duties were revised at the Oct. 15, 2023 Board of Director (BoD) meeting to reflect changes in duties resulting from the successful petition to Chester to have them collect road dues with property taxes.

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 years to ensure continuity.

1. **Duties of the President/Vice President** (preferably a fulltime resident of Sherwood Forest Road)
The President is responsible for ensuring that the mission and objectives outlined in the SFLOA Memorandum of Association and By Laws are met. The President shall be responsible for:
 - 1) Ensuring the association's activities are compliant and in furtherance of its mission
 - 2) Leading the association's planning processes
 - 3) Leading the association's volunteers
 - 4) Facilitate BoD and membership meetings
 - a) The association must hold at least one meeting a year, the Annual General Meeting (AGM).
 - i) Welcome new members
 - ii) Review last minutes
 - iii) Status of old business
 - iv) Financial Update
 - v) Road Update
 - vi) Review and approval of Annual Budget
 - vii) New business
 - viii) Board of Directors election.
 - b) The BoD meets at least two times per year
 - i) Spring BoD meeting:
 - (1) Financial Update.
 - (2) Assess road maintenance and repair work for spring/summer.
 - (3) Develop Budget for road work and ongoing maintenance for distribution and approval at AGM.
 - (4) Set the date for the AGM and summer party.
 - (5) Confirm Board of Directors election status.
 - ii) Fall BoD Meeting:
 - (1) Financial Update
 - (2) Summer maintenance and repair costs.
 - (3) Plan Spring news letter.
 - c) Create meeting agendas
 - 5) Works with other BoD members to:
 - a) Develop, implement, monitor and assess the association's programs including operation and maintenance activities, financial management, funding
 - b) Develop, implement, monitor, and assess sound and compliant financial management practices (including budgeting)

- c) Develop and maintain beneficial relationships with service suppliers
- d) Ensure effective external communications about the association and its mission, priorities and activities
- e) Ensuring association compliance
- f) Review association budget, financial statement and balance sheet

2. Duties of the Treasurer

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

- 1) Financial management. The Treasurer
 - a) Reconciles bank statements
 - b) Manages cash flow. The Treasurer should be knowledgeable about who has access to the association's funds and any outstanding bills or debts owed.
- 2) Prepare Annual
 - a) Association Revenue and Expenses for AGM
 - b) Chester Road Improvement and Maintenance Budget for approval at AGM
 - c) Financial Statement and Balance Sheet
- 3) Ultimately, while financial management is the primary focus of the Treasurer, the BoD shares the responsibility of financial oversight and accountability.

3. Duties of the Secretary

The Secretary of the association manages communication between the BoD and association members:

- 1) Maintain membership contact information (address, e-mail, phone, etc.)
- 2) Provide notice of meetings and distribute agendas
- 3) Record and distribute minutes of meetings
- 4) Working with the BoD, develops association news letter.
- 5) Maintain documentation for NS Registry of Joint Stock Companies annual filing.
- 6) Maintain an association 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 BoD. An elected or appointed member of the BoD whose primary role is to assist the BoD as required.

- 1) Director of Road Maintenance and Improvements
 - a) Work with contractors and suppliers to identify required work
 - b) Working with the Treasurer, prepare the annual Road Maintenance and Improvement budget
 - c) Working with the Bod, develop a list of all association assets (signage, culverts, guard rails, etc.)

5. Member Duties

Attend meetings

Participate in summer party

Volunteer for road improvement

Enjoy our lovely forest and lake