

SAVE THE LAKES (STL). ROLES & RESPONSIBILITIES OF BOARD MEMBERS
Adopted. August 2024

Association Duties for All Board Members

- **The Duty of Care.** Members of an association board have a legal duty to exercise prudence when making decisions. Decisions are being made on behalf of members that have entrusted the board with the association.
- **The Duty of Loyalty.** Serving on an association board is a privilege and a trust. That privilege and trust means that you will never use knowledge gained by serving to enrich or benefit you or your business.
- **The Duty of Obedience.** This duty requires the board to act in a manner consistent with the association's mission.
- **The Duty of Foresight.** The first three duties are legal requirements. The fourth duty is for the board to look toward the future and adapt to a changing world.

The President shall.

- lead the board and shall supervise, direct and control the association activities, affairs, and officers.
- be responsible for overseeing and handling many of the association's procedural duties.
- preside at all meetings of the Association, under the auspices of Robert's Rules of Order, including confirming a quorum.
- appoint all committee chairpersons, with the exception of the Nominating Committee, and shall ex-officio be a member of each committee (exception being the Nominating Committee).
- have charge and supervision of the business and the affairs of the Association subject to control of the Board of Directors.
- sign all deeds and contracts made and executed on behalf of the Association. subject to approval of the Board of Directors.
- serve as the official spokesperson for the association.
- in general, have the power to perform those duties customary to the office of the President of an organization of this kind.
- perform such other duties as may from time to time be assigned by the Board of Directors.

The Vice-president shall.

- assume the duties and responsibilities of the President in the event of his/her absence or disability.
- serve as President when a vacancy occurs, until the next regular election, unless the Board votes to hold a special election prior to the expiration of the regular term.
- act in a consulting capacity with independent advice to support the association, lend communication expertise and maintain relationships with Federal, State and Local government contacts.
- perform such duties as may be assigned, from time to time, by the Board.
- in general, have those powers to perform those duties customary of the office of Vice-president of an organization of this kind.

The Treasurer shall.

- be responsible for the association's funds, securities and financial records.
- make recommendations to the Board regarding important spending and investing decisions, and carry out their financial directives.
- receive and deposit all monies of the Organization in the name of the Organization as directed by the Board, and under the direction of the Board, shall disburse the funds of the Organization by checks drawn and signed by the Treasurer or President.
- oversee billing, collections and disbursement of funds, and coordinate the development of the association's proposed annual operating budget and reserve allocations.
- monitor the budget and report on the association's financial status, as well as for overseeing year-end reporting and any required audit and tax reporting and filing.
- in accordance with generally accepted accounting practices, the treasurer shall keep the records and accounts of the organization, ensuring compliance with applicable federal and state laws and reporting requirements for STL.
- be responsible for the transfer of electronic funds to bank accounts and monitoring all deposits.
- serve as Chair of the Budget Committee and submit to the Board a budget to be approved for the following year.
- have responsibility for certifying the eligibility of members to vote at the annual meeting and all other membership meetings.
- in general, perform those duties customary to the office of Treasurer of an organization of this kind.
- including responsibility for maintaining the Association's non-profit status by timely filing all documents with the RI Secretary of State.

The Secretary shall.

- act as an information and reference point for the board, clarifying past practices and decisions, confirming legal requirements, and retrieving relevant documentation.
- compile and maintain all lists of names, addresses and contact information of members.
- conduct the correspondence of the organization.
- maintain the association's meeting minutes and official records, and share those minutes within 30 days of their approval.
- review and update documents as required and ensure they are stored safely with appropriate access given to association members.
- provide proper notice of meetings, as well as distributing meeting announcements and documents on a timely basis.
- create, maintain and support all technology related requirements for the association, including all technologies used to manage meetings and support for documents and version control.
- create and maintain the association website, including all marketing and support efforts related to the website page. and all items sold on the website including, but not limited to, apparel, mugs, and other memorabilia.
- maintain the technology to support web commerce for the association, including electronic services on the webpage.
- perform such other duties as may be assigned by the Board.
- in general, perform those duties customary to the office of Secretary of an organization of this kind.