



ESLCA Executive Roles and Responsibilities and Annual Work Plan ver.1.0

Purpose

These descriptors provide a guide to all Executive members in conducting the annual cycle of the business of the cottage association, annual cycles run from August 1st to July 31st, each year. The Executive can reassign roles and responsibilities for each member, in whole or in part, of the Executive when desirable or necessary to do so.

President

Two-year term, oversees the work of the other members of the Executive, communicates with members, and handle any emergent situation arising with input from Executive. Drafts email for members early November to remind members of snow removal procedures, emails members early May on road conditions and advises when road will be graded (usually by May Long weekend). President emails members asking for suggestions, questions and concerns by July 15th, prior to year-end Executive meeting, held by July 31st.

Vice President

Two-year term, stays informed of issues concerning the association, after two-year term becomes President for consistency. Will assume president's role if President is unavailable for an emergent issue or the President cannot complete their 2-year term. Attends Executive meetings.

Secretary

Two-year term, stays informed of issues concerning the association, takes minutes of Executive meeting, distributes minutes and financial statements to members, Updates annually membership list for the Executive (from information to be provided when annual membership fees are returned), distributes list of members and their email addresses (if approved by members), and attends Executive meetings. Sends our updates and messages to membership as needed.

Treasurer

Two-year term, stays informed of issues concerning the members to the Executive, early November pays snow removal company 1/2 of fee, emails mid-January road maintenance fees invoices to members, then receives, deposits and tracks all fees when received. Advises Executive of fees outstanding. Pays contractors with approval from President and Road Commissioner. Produces annual financial statement and annual budget (latter is part of 5 year plan but has not been done yet), attends Executive meeting. Receives bank statements, balances our account. Pays invoices but need confirmation that the amount is correct and work for invoice has been satisfactorily completed. Ensures 2 signatures on each cheque. Manages mail-in payments, and if we decide to use, electronic payments; currently Executive prefers paper cheque payment process. Annual fees invoice includes collecting members changes on addresses, emergency contact information and their information release. President and Treasurer, and a third Executive arrange signing authority and E-transfer.



Road Commissioner

Two-year term stays informed of issues concerning the members through Executive. Informs Executive of issues concerning our road. Determines work required to maintain our road, specifically grading, snow removal and culverts. Hires appropriate contractors. Attends Executive meetings.

Work Plan for 2017/18

The workplan is based on renewing the 5-year plan with several additions for emergent issues and ongoing road improvements.

Annual Dates (occur every year)

Date	Responsible Executive	Action
Oct. 15	Road Commissioner	confirms snow removal contract in place
Oct. 31	Road Commissioner	Fall grading
Nov. 30	President	membership update email
Nov. 30	Treasurer	pay for Fall grading
Nov. 30	Treasurer	pay's 1st half of snow removal fee
Jan. 15	Treasurer	send out membership invoices
Mar. 31	Road Commissioner	receive estimate for proposed work for annual roads improvement, for review and approval by Executive
May 24	Road Commissioner	grading occurs prior to May long-weekend
May 15	President	emails membership on road repairs schedule
summer	Road Commissioner	optional mid-summer grading
July 15	President	calls and conducts by July 31st Executive meeting to review annual financial report and proposed budget for next year
July 15	President	call out to membership for any vacant Executive positions
July 31	Treasurer	drafts budget for next year based on 5 year plan and annual adjustments, financial summary for previous 12 months
July 31	Executive	reviews five year plan, approves budget for next year
July 31	President with Executive	completes annual report including financial summary from previous 12 months.
July 31	Executive	review nominations for new Executive members, assign positions
Aug. 1	Secretary	sends minutes to membership from annual Executive meeting approving annual financial report and proposed budget for next year.