

## THE LAKE IRMA ASSOCIATION

### DUTIES OF OFFICERS

10/18/07

The Association has seven elected officers. An office may be shared by two people, for example, as in the case of a husband and wife. The elected officers are as follows:

**PRESIDENT:** The chief administrative duty of the president is to represent the organization. The president represents, or speaks for, the Association and presides at meetings.

**VICE PRESIDENTS (Two):** The specific parliamentary duties of the vice presidents is to preside when the president is unable to be at a meeting or when the president has to step down from the chair because he or she wishes to debate an issue. The vice president takes over the office of president if that office is vacated for any reason. The order of succession should be Vice President of Water Quality and if that officer is not available Vice President of Safety. If for some reason neither Vice Presidents are available, the Secretary would be next in line.

**VICE PRESIDENT OF WATER QUALITY:** This vice president is the contact person with Orange County EPD as relates to the MSTU. This officer is also responsible for overseeing that association members receive educational information or guidelines on taking care of the lake as it relates to good water quality.

**VICE PRESIDENT OF SAFETY:** This officer should encourage safe water practices and furnish members with boating/skiing/personal watercraft regulations.

**SECRETARY:** This officer is responsible for keeping all the records of the Association which should include: an up to date list of all members, bylaws, minutes, list of committees and their members and a list of the Board. The secretary is responsible for taking and recording the minutes of all meetings and making sure each board member receives a copy of the minutes after each meeting.

TREASURER: The treasurer is responsible for receiving and disbursing the money of the Association, giving a report at the meetings, balancing and reconciling the bank account and keeping records that will allow a committee to audit the books at the end of the fiscal year.

DIRECTORS: There are two directors. One of the duties of the directors should be to facilitate communications between the board and the membership. This would entail assisting with distribution and publication of newsletters, educational information and meeting notices. The directors would also help with the up to date membership list.