

## **DSLPOA Executive.**

While it seems early for this discussion. Several of our executive members will complete terms this year and we'll be looking for new volunteers. Please consider helping out. New executive members are elected in June and work with outgoing members over the summer until the fall executive meeting when the new members take over - a comfortable transition time. Terms are generally 3 years. It's a wonderful opportunity to meet other neighbours and to continue the waterfront culture and activities. I've enjoyed every minute. Many hands and brains make the jobs enjoyable and lighter.

Below you will find a brief description of the positions. All roles have some specific tasks assigned. As other projects come up we volunteer for those that interest us. They could be environmental issues or planning of lake events and directions for focus.

The jobs are fluid and depend on current priorities and interests. Input, ideas and opinions are extremely valuable.

## **DSLPOA Executive Jobs & Chairpersons**

- Past President /s– Assist incoming president - Help find and coordinate new volunteers/executive - Advise executive meetings on past events and history
- President /s – oversee ongoing activities of DSLPOA with other executive members
  - Organize annual AGM
  - Organize 2 executive meetings per year (fall and spring)
  - Communicate with local politicians and organizations
  - Attend or arrange for attendance at 2 FOCA (Federation of Ontario Cottagers Association) meetings per year
- Vice Presidents (2)
  - Work with president on various projects and tasks as mentioned above and help co-ordinate

- Attend meetings and represent association when needed at events
  - Get involved in projects as they arise
- Secretary - produce and distribute the minutes of AGM and 2 executive meetings per year
  - Maintain association minutes and records
  - Inform government of changes in executive as they occur for the purpose of incorporation records
- Treasurer – Maintain association books and financial records
  - Pay all bills and oversee incoming monies (membership fees and advertising profits)
  - Report at AGM and executive meetings
- Lake Steward – Oversee environmental issues affecting our waterways
  - Coordinate with local groups with similar interests (e.g. CEWF, MNR)
  - Work with other associations on common concerns and issues
  - Head the Lake Stewards Committee
  - Supervise lake water testing
- Directory Editor – Responsible for producing our spring DSLPOA Newsletter and Directory. Collects information and stories and coordinates with publisher (currently Parker Pad)
  - Work with the Advertising coordinator
  - Organize mailing and distribution
- Membership Chair – Maintain membership records and update fee payments/ area director lists
  - Receive and bank cheques
  - Coordinate payments with treasurer & advertising chair
- Webmaster – maintain the association website
  - Receive and post incoming news/photos/updates
  - Solicit and encourage input and news

- Advertising Coordinator (can be member of executive or separate)
  - Contact advertisers for directory
  - Collect ads and coordinate with editor and publisher
  - Receive or organize payments
  
- Officer At Large (2)
  - Attend 2 executive meetings and AGM
  - Give input and advice to meetings and help make decisions to plan future directions and activities
  
- Area Directors – our waterways are divided into about 19 areas with an Area Director representing each. A great way to meet your neighbours and local cottagers/homeowners. A coordinator assists AD's.
  - Represent your area's opinions to executive
  - Attend AGM so you can share information
  - Encourage membership in association and share the work of the DSLPOA
  - Contact or visit each member each summer (anywhere from about 12 – 35 properties)
  - Collect fees or encourage online payment
  - Help membership chair keep records updated
  
- Event organizers & Coordinators
  - Plan and organize each Summer Event
  - Coordinate volunteers and equipment
  - Work with coordinator to arrange for money needed to run event from the Treasurer
  - Submit a short paragraph summarizing the day

Please contact any member of the executive for further information or  
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