

The Executive positions, as set out in the DSLPOA Constitution, are as follows:

- a) Past President
- b) President
- c) First Vice-President
- d) Second Vice-President
- e) Secretary
- f) Treasurer
- g) Director, Lake Stewardship
- h) Director, DSLPOA Newsletter and Directory
- i) Director, Membership
- j) Director, E-Communications
- k) Advertising Coordinator
- l) Officer at Large (2)
- m) Director, Event Coordination
- n) Director, Area Representative Coordination

The following job descriptions are also taken from the Constitution. For additional information please contact any member of the Executive by sending an email to dragandsprucelakes@gmail.com.

Past President

Assist incoming president
Help find and coordinate new volunteers/executive
Advise executive meetings on past events and history

President

The President shall chair all business meetings of the Association and shall call special meetings at the request of the majority of the Executive Committee or when he/she deems it necessary to do so. The President may appoint another member of the membership to chair a business meeting if it is reasonable and/or desirable to do so, or according to the Constitution, by-Laws or Robert's Rules of Order.

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

The Vice-President shall take the place of the President if the President is unable to attend any meeting that the President would normally attend.

Work with President on various projects and tasks as mentioned above and help coordinate

Attend meetings and represent association when needed at events

Get involved in projects as they arise

Secretary

The Secretary shall:

- a) Keep a record in a minute book of the proceedings of each Executive and general/ business meeting of the Association.
- b) Be the final recipient and keeper of all correspondence.
- c) Keep a copy of Letters Patent and any Supplementary Letters Patent and the Constitution
- d) Keep a copy of all By-Laws and Special Resolutions
- e) Notify the Ministry of Government Services of changes in the Directors and Officers within 15 days of the changes. (Download an .Initial Return / Notice of Change form, here:
[http://www.forms.ssb.gov.on.ca/mbslssbl/formslssbforms.nsf/GetFileAttach/00707200-1 1\\$File/07200E.pdf](http://www.forms.ssb.gov.on.ca/mbslssbl/formslssbforms.nsf/GetFileAttach/00707200-1 1$File/07200E.pdf)

Treasurer

The Treasurer shall:

- a) Collect and receive all monies due and owing the Association,
- b) Deposit the funds of the Association in a chartered bank or other deposit taking institution approved by the Officers of the Association,

- c) Make payment out of Association funds by way of cheques or money orders drawn up by himself/herself and countersigned by one additional member of the Executive
- d) Keep books of accounts showing all receipts and expenditures as required by the By-Laws,
- e) Produce , publish and present a budget for the Association at the Annual Meeting,
- f) Establish and maintain a fund for the purpose of purchasing operating supplies such as office supplies, postage etcetera, and shall report such expenditures along with all other expenditures to the membership at each business meeting,
- g) Establish and maintain special cash funds as required by the Executive to control expenditures for special projects,
- h) Invest any surplus funds as instructed by the Executive.

Director, Lake Stewardship

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

Director, DSLPOA Newsletter and Directory

Responsible for producing our spring DSLPOA Newsletter and Directory.

Collects information and stories and coordinates with publisher (currently Parker Pad)

Works with the Advertising coordinator

Organize mailing and distribution

Director, Membership

Maintain membership records under current privacy policies

Update fee payments/ area director lists

Receive and bank cheques

Coordinate payments with treasurer & advertising chair

Director, E-Communications

Maintain the association website and social media

Receive and post incoming news/photos/updates

Solicit and encourage input and news

Advertising Coordinator

May be member of executive or volunteer

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

Other duties as determined

Director, Event Coordination

Plan and organize each Summer Event

Coordinate volunteers and equipment

Work with Treasurer to arrange for money needed to run event

Director, Area Representative Coordination

Our waterways are divided into areas with an Area Representative representing each.
The Director will

Organize and assist Area Representatives.

Represent the areas' opinions and communicate them to executive

Attend AGM so to share information

Encourage membership in association and sharing the work of the DSLPOA

Help membership chair keep records updated