

BUDD LAKE ASSOCIATION STANDING RULE



6/28/2021

Date of Approval:
Date(s) Review:

BOARD RESPONSIBILITIES

Approved by:

Tracey Mead, Mike Georgia, Terri Koehler, Patricia Ezell, Kay McBrien, Jerry McBrien, Ernie Teall

SUMMARY AND PURPOSE

This Standing Rule describes key functions and responsibilities of Budd Lake Association (BLA) Board positions necessary for executing the mission and vision of the Association.

DEFINITIONS

Board: Individuals who are currently elected and/or appointed to fill positions of the BLA Board as described in this Standing Rule.

Officers: Individuals who serve in role of President, Vice-President, Treasurer and Secretary.

Chair(person): Individuals who serve on Board of Directors and assume leadership responsibility for a committee.

I. GENERAL

A. Responsibilities of BLA Board members shall be executed ethically and legally which include:

1. Actively promote the mission, vision and associated activities supported by the BLA.
2. Ensure exemplary conduct at all BLA meetings and activities.
3. Participate in governance process including meetings, strategic planning, etc.
4. Disclose any actual and/or potential conflicts of interest which may occur when in member's obligation to further the Association's mission is at odds with their financial or personal interests.

Example of such may include:

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- a. Business relationships
 - b. Personal relationships-spouse, familial
 - c. Board membership on same or similar organizations
 - d. Use of position or authority to serve personal interest
 5. Establish, monitor and revise standing rules, policies, and procedures related to the BLA. All standing rules and policies shall be reviewed no less frequently than biannually.
 6. Ensure fiduciary responsibility of all BLA activities.
 7. Review and approve/disapprove membership fees, budget and significant expenditures.
 8. Audit and monitor all BLA activities for the purpose of quality management.
 9. Respond to concerns and recommendations brought forth to BLA members as well as any from the outlying community.
 10. Attend and actively engage in Board meetings in addition to chairing committee, working groups and/or in other official functions as requested by the BLA Board.
- II. Board Members shall serve in role of Officer *OR* Committee Chairperson
- A. Officers shall constitute President, Vice President, Treasurer and Secretary
 1. President duties
 - a. Preside over Board and General Membership meetings
 - b. Oversee voting procedures according to Robert's Rules
 - c. Represent and serve as BLA spokesperson
 - d. Ensure BLA activities are consistent with the mission and vision
 - e. Assure all local, state and federal reporting requirements are met
 - f. Assume signatory authority for legal documents on behalf of the BLA

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- g. Lead strategic planning
 - h. Assure annual review of governance documents.
 - i. Oversee any fundraising activities.

- 2. Vice President duties
 - a. Work closely with President assuming any tasks to support role(s)
 - b. Preside over Board and General Membership meetings in the absence of President
 - c. Oversee voting procedures according to Robert's Rules in the absence of President
 - d. Ensure BLA activities are consistent with the mission and vision

- 3. Treasurer
 - a. Serve as primary custodian of BLA funds and assets
 - b. Chair finance committee
 - c. Oversee and present budgets, accounting and financial statements
 - d. Assure accurate and complete financial reporting and proper maintenance of financial records
 - e. Maintain calendar of filing requirements and financial deadlines to ensure timely responses and access of any interested party
 - f. Present monthly summary of financial reports at Board meeting
 - g. Present annual budget at General Membership Meeting
 - h. Facilitate audit of financials
 - a. Internal-annual
 - b. External-as required or advisable

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4. Secretary
 - a. Timely distribution of monthly meeting agendas and meeting minutes to Board and general membership
 - b. Record roll call of meetings
 - c. Ensure all meetings are effectively transcribed and organized
 - d. Maintains Association calendar of events
 - e. Maintains, preserves and ensures security of all organizational records
 - f. Track Board member terms
 - b. Provides oversight for official correspondence(s) of BLA

B. Committee Chairs will coordinate activities of interest groups assuming duties as follows:

1. Finance Team-consists of Treasurer, President, one other board member and one non-board member
 - a. Perform internal audit on annual basis
 - b. Prepare annual budget
 - c. Provide financial recommendations to the Board
 - d. Creation and monitoring of internal controls

2. Membership Team

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- a. Maintain current membership roster to include member names and updated contact information
 - b. Organize membership drives or campaigns
 - c. Conduct membership surveys
 - d. Identify issues and activities important to members
 - e. Coordinate ordering and distribution of BLA promotional items
 - f. Onboard new members-welcome bag, provide information, etc.
3. Lake Environment and Improvement Team
- a. Support awareness to membership related to lake and/or environmental issues
 - b. Disseminate and/or post water quality reports completed by external entity
 - c. Coordinate fish stocking including exploration of options, recommendation of species to Board, purchase and planting.
4. Activities Team
- a. Plan and coordinate social activities sponsored by the BLA such as boat parade, annual lake walk, clean-up day, kick-off picnic, etc.

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5. Media and Communications Team

- a. Regularly post information and announcements on social media outlets (e.g. Facebook, etc.)
- b. Develop and disseminate newsletter(s)
- c. Ensure updates to website
- d. Facilitate any mailings
- e. Contact local press (newspaper, radio, TV) to advertise and/or promote BLA activities