

CEDAR LAKE CONSERVATION CLUB JOB DESCRIPTIONS

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*Service chairs followed by an asterisk are not identified in the Bylaws but instead exist through appointment of the CLCC Board or President. Authority comes from Bylaws Article VIII, Section 8.

I.

ABOUT

- These Job descriptions are based on the CLCC Bylaws as amended in September 2019 as well as on the current division of responsibilities generally agreed to by the current officers and directors.
- The responsibilities of each position will likely change over time based on a variety of factors, such as individual strengths and interests, technology, the activities the board chooses to support, and personal availability.
- As a result, these job descriptions should be reviewed every two to four years due to the turnover of the officers and directors.
- The officers, in consultation with each committee chair and service chair, own the responsibility for making periodic updates to these job descriptions.

II.

PRESIDENT

A. General Description

1. The President shall be the chief executive officer of the Organization. As such this role oversees the board and serves as the chief spokesperson in matters pertaining to the association.

B. Job Prerequisites

1. The President must be a Voting Member of the Organization.

C. Supervisory Relationships

1. The President is accountable to the Board
2. The President provides leadership and direction to the officers, directors, committee chairs, and service chairs.

D. Essential Duties and Responsibilities

1. Meetings. The President shall set the agenda for, and preside over, the meetings of the Board of Directors and all membership meetings.
2. Financial authority. The President's authority to independently have checks issued on behalf of the Organization shall be limited to \$2,500.
3. When the President represents, or acts on behalf of, the Organization in the capacity of the office, he/she must report to the Board.
4. The President shall strive to promote a positive image of the Organization at all times.
5. The President, along with the other Officers, shall be responsible for the governance of the Organization. This includes:
 - a) Scheduling meetings of the Board;
 - b) Periodically reviewing and proposing updates to the Bylaws;
 - c) Conducting strategic planning;
 - d) Drafting and maintaining job descriptions and other policy documents of the Organization; and
 - e) Ensuring, along with the Treasurer, the occurrence of the annual Organization filings. Specific filings include the filing with the Minnesota Secretary of State (approximately in October) and filing with the IRS (IRS Form 990-N filed in December).
6. The President, along with the Board, shall ensure an independent audit is conducted periodically and upon the departure of the Treasurer from office.
7. The President shall oversee communication with the membership including the publication of the Organization's newsletter and maintenance of the Organization's website. The President can designate an editor and webmaster to assist with both.

- a) The President shall be a regular contributor to the newsletter.

III.

PRESIDENT-ELECT

A. General Description

1. The President-Elect serves as an advisor to the President on all matters of the Organization.
2. The President-Elect shall fulfill the duties of the President in the President's absence or disability or as directed by the President.

B. Job Prerequisites

1. The President-Elect must be a Voting Member of the Organization.

C. Supervisory Relationships

1. The President-Elect is accountable to the Board but takes direction from the President to assist in conducting the Organization's business and overseeing the governance of the Board.
2. The President-Elect shall be the chair of the Membership Committee.

D. Essential Duties and Responsibilities

1. Chair the Membership Committee including setting the agenda for, and presiding over, any meeting of such committee.
2. Visit or communicate with new residents, encouraging membership, providing welcome gifts and information regarding the Organization;
 - a) Check Wright County property sales/request word-of-mouth notices
 - b) Encourage membership (ongoing)
3. Write letters acknowledging contributions and donations (as treasurer provides database)
4. Contact advertisers each year about new ads and payments
 - a) Initial letter in January
 - b) Follow-up in February
5. Write article for each newsletter regarding dues and membership
 - a) Notify committee chairs of newsletter deadlines
 - b) Ensure newsletter printers are paid and extra newsletters are stored for member visits
6. Ensure AIS flyers are distributed to Schroeder Park and to VRBO homes
7. Provide updates regarding membership, the newsletter, dues, etc., at each meeting of the Board of Directors.

IV.

SECRETARY

A. General Description

1. The Secretary is the chief recordkeeping officer of the Organization.

B. Job Prerequisites

1. The Secretary must be a Voting Member of the Organization.

C. Supervisory Relationships

1. The Secretary is accountable to the Board but takes direction from the President to assist in conducting the business Organization and overseeing the governance of the Board.

D. Essential Duties and Responsibilities

1. The Secretary shall oversee the recording of all minutes of the Board of Director and all meetings of the membership and ensure all such minutes are promptly written.
2. The Secretary shall ensure that minutes of standing committees are being recorded.
3. The Secretary shall keep the records and files of the Organization and pass such records and files on to his/her successor.
4. The Secretary shall maintain the history (the summary) of the Organization.
5. The Secretary shall be a regular contributor to the newsletter (potentially offering a historical perspective or reprint of an article from an old newsletter).
6. The Secretary shall obtain and store signed Conflict of Interest forms from each officer and director.
7. Create and maintain any standard operating procedures needed to document the responsibilities of the Secretary.
8. Create and maintain a calendar (or timeline) documenting the annual responsibilities of the Secretary.

V.

TREASURER

A. General Description

1. The Treasurer shall be chief financial officer of the Organization.

B. Job Prerequisites

1. The Treasurer must be a Voting Member of the Organization.
2. The Treasurer must, at a minimum, have general bookkeeping skills

C. Supervisory Relationships

1. The Treasurer is accountable to the Board but takes direction from the President to assist in conducting the business Organization and overseeing the governance of the Board.

D. Essential Duties and Responsibilities

1. The Treasurer shall have access to all financial accounts owned by the Organization.
2. The Treasurer shall manage the relationship with all financial institutions where such accounts are held.
3. The Treasurer shall prepare and sign checks as authorized by the Board of Directors or the President.
4. The Treasurer shall keep an accurate account of all receipts and disbursements of the Organization.
5. The Treasurer shall provide an update on the Organizations finances at all Board of Directors' meetings.
6. The Treasurer shall make a full report at the membership meetings whenever requested by the President or Board of Directors to do so.
7. The Treasurer shall ensure an independent financial review is conducted at least once every two years.
8. The Treasurer shall pick up mail from the Organization's P.O. Box.
9. The Treasurer shall conduct annual filings with the Minnesota Secretary of State and the Internal Revenue Service.
10. The Treasurer shall, apart from the accounting records, maintain a database of lake residents.
11. Create and maintain any standard operating procedures needed to document the responsibilities of the Treasurer.
12. Create and maintain a calendar (or timeline) documenting the annual responsibilities of the Treasurer.

VI.

DIRECTORS

A. General Description

1. Directors are responsible for conducting the business of the Organization and overseeing the governance of the Board.

B. Job Prerequisites

1. A Director must be a Voting Member of the Organization.

C. Supervisory Relationships

1. Directors are accountable to the membership of the Organization.

D. Essential Duties and Responsibilities

1. Regularly attend and participate in Board meetings
 - a) A director who misses two or more meetings per year may be asked to step off the Board.
2. Serve on at least one committee (or alternatively within one service area) of the Board.
3. Identify and recommend programs or ideas that promote the mission of the Organization, benefit membership and provide a positive image of Cedar Lake.
4. Directors shall strive to promote a positive image of the Organization at all times.

VII.

WATER QUALITY COMMITTEE CHAIR

A. General Description

1. Oversee and guide the Water Quality Committee with the overall intent being to maintain or improve the water quality of Cedar Lake.

B. Job Prerequisites

1. The Water Quality Chair must be a Member of the Organization.

C. Supervisory Relationships

1. The Water Quality Chair is appointed by the President and reports to the Board.
2. The Water Quality Chair oversees the Water Quality Committee

D. Essential Duties and Responsibilities

1. Create committee structure and appoint such subcommittee chairs as needed to assist in the performance of the responsibilities of the committee.
2. Work with the Secretary to ensure committee meeting minutes are recorded.
3. Create and maintain any standard operating procedures needed to document the responsibilities of the committee.
4. Create and maintain a calendar (or timeline) documenting the annual responsibilities of the committee.
5. Report on the activities of the committee to the Board.
6. Contribute to the newsletter on a regular basis.
7. Assist in the development of a succession plan for committee leadership.
8. Act as an ambassador on behalf of the Organization in establishing relationships with the MN DNR, Wright County Soil and Water, Wright County Parks, CRWD, and other lake associations and governmental units.
9. Develops, implements, and oversees a comprehensive strategy for maintaining or improving the water quality of Cedar Lake.

VIII.

NOMINATION COMMITTEE CHAIR

A. General Description

1. Oversee and guide the Nominations Committee with the overall intent being to nominate candidates for election as directors or officers at the annual meeting of the Board.

B. Job Prerequisites

1. The Nomination Chair must be a Member of the Organization.

C. Supervisory Relationships

1. The Nominations Chair is appointed by the President and reports to the Board.
2. The Nominations Chair oversees the Water Quality Committee

D. Essential Duties and Responsibilities

1. Appoint such subcommittee chairs as needed to assist in the performance of the responsibilities of the committee.
2. Work with the Secretary to ensure committee meeting minutes are recorded.
3. Create and maintain any standard operating procedures needed to document the responsibilities of the committee.
4. Create and maintain a calendar (or timeline) documenting the annual responsibilities of the committee.
5. Report on the activities of the committee to the Board.
6. Contribute to the newsletter at least annually.
7. Assist in the development of a succession plan for committee leadership.
8. Identifies candidates for CLCC officers and directors on an annual basis.
9. Conducts orientation for newly elected directors.

IX.

EVENTS COMMITTEE CHAIR

A. General Description

1. Oversee and guide the Events Committee with the overall intent being to ensure at least one annual event for the membership.

B. Job Prerequisites

1. The Events Chair must be a Member of the Organization.

C. Supervisory Relationships

1. The Events Chair is appointed by the President and reports to the Board.
2. The Events Chair oversees the Events Committee

D. Essential Duties and Responsibilities

1. Appoint such subcommittee chairs as needed to assist in the performance of the responsibilities of the committee.
2. Work with the Secretary to ensure committee meeting minutes are recorded.
3. Create and maintain any standard operating procedures needed to document the responsibilities of the service.
4. Create and maintain a calendar (or timeline) documenting the annual responsibilities of the committee.
5. Report on the activities of the committee to the Board.
6. Contribute to the newsletter at least annually.
7. Assist in the development of a succession plan for committee leadership.
8. Organizes annual events such as the annual picnic, music on the water, and the boat parade.

X.

WILDLIFE SERVICE CHAIR

A. General Description

1. Oversee wildlife services and activities as desired or directed by the Board.

B. Job Prerequisites

1. The Wildlife Chair must be a Voting Member of the Organization.

C. Supervisory Relationships

1. The Wildlife Chair is appointed by the President and reports to the Board.
2. The Wildlife Chair oversees the activities of the service area.

D. Essential Duties and Responsibilities

1. Create and maintain any standard operating procedures needed to document the responsibilities of the service.
2. Create and maintain a calendar (or timeline) documenting the annual responsibilities of the service.
3. Report on the activities of the service to the Board.
4. Contribute to the newsletter on a regular basis.
5. Assist in the development of a succession plan for service leadership.
6. Responsible for deployment and maintenance of the loon platforms.
7. Responsible for maintenance of the wood duck houses.
8. Responsible for maintenance of the chimney swift display at Schroeder Park.
9. Responsible for the maintenance of the purple houses at True Friends and Schroeder Park.

XI.

KIDS DON'T FLOAT SERVICE CHAIR*

A. General Description

1. Oversee Kids Don't Float lifejacket service we provide to Schroeder Park.

B. Job Prerequisites

1. The Kids Don't Float Chair must be a Voting Member of the Organization.

C. Supervisory Relationships

1. The Kids Don't Float Chair is appointed by the President and reports to the Board.
2. The Kids Don't Float Chair oversees the activities of the service area.

D. Essential Duties and Responsibilities

1. Create and maintain any standard operating procedures needed to document the responsibilities of the service.
2. Create and maintain a calendar (or timeline) documenting the annual responsibilities of the service.
3. Report on the activities of the service to the Board.
4. Contribute to the newsletter, as needed.
5. Assist in the development of a succession plan for service leadership.

XII.

FACEBOOK PAGE SERVICE CHAIR*

A. General Description

1. Oversee the Facebook page of the Organization

B. Job Prerequisites

1. The Facebook Page Chair must be a Voting Member of the Organization.

C. Supervisory Relationships

1. The Facebook Page Chair is appointed by the President and reports to the Board.
2. The Facebook Page Chair oversees the activities of the service area.

D. Essential Duties and Responsibilities

1. Create and maintain any standard operating procedures needed to document the responsibilities of the service.
2. Create and maintain a calendar (or timeline) documenting the annual responsibilities of the service (if there is one).
3. Report on the activities of the service to the Board.
4. Contribute to the newsletter on a regular basis.
5. Assist in the development of a succession plan for service leadership.
6. Make posts to the Facebook page as needed,
7. Monitor posts to the Facebook page and respond as appropriate.
Member issues and concerns will be communicated to the President or other officers.

XIII.

WEBSITE SERVICE CHAIR*

A. General Description

1. Oversee the website of the Organization

B. Job Prerequisites

1. The Website Chair must be a Voting Member of the Organization.

C. Supervisory Relationships

1. The Website Chair is appointed by the President and reports to the Board.
2. The Website Chair oversees the activities of the service area.

D. Essential Duties and Responsibilities

1. Create and maintain any standard operating procedures needed to document the responsibilities of the service (uptime and payments).
2. Create and maintain a calendar (or timeline) documenting the annual responsibilities of the service (if there is one).
3. Report on the activities of the service to the Board.
4. Contribute to the newsletter as needed.
5. Assist in the development of a succession plan for service leadership.
6. Maintains the website content as needed, with input from other parts of the organization (per the website SOP).
7. Sends email communications to the membership as approved by the President or President-elect.
8. Maintain access rights to content and edit capabilities to:
 - a) Website
 - b) Calendar
 - c) Documents

XIV.

WATER LEVEL CHAIR*

A. General Description

1. Monitors the water level gauge on the dam near County Road 6.

B. Job Prerequisites

1. The Water Level Chair must be a Voting Member of the Organization.

C. Supervisory Relationships

1. The Water Level Chair is appointed by and reports to the Water Quality Chair.

D. Essential Duties and Responsibilities

1. Create and maintain any standard operating procedures needed to document the responsibilities of the service.
2. Create and maintain a calendar (or timeline) documenting the annual responsibilities of the service (if there is one).
3. Report on the activities of the service to Water Quality Chair or the Board, as needed.
4. Contribute to the newsletter as needed.
5. Assist in the development of a succession plan for service leadership.
6. Monitor the gauge on a regular basis, especially when the water level is high.
7. Implement the 300-foot no-wake policy.
8. Document the water levels and report annually to the Water Quality Chair and the DNR, including ice in and ice out.

XV.

NEWSLETTER EDITOR*

A. General Description

1. Oversees the creation and publication of the Organization's newsletter.

B. Job Prerequisites

1. The Newsletter editor must be a Voting Member of the Organization.

C. Supervisory Relationships

1. The Newsletter Editor is appointed by the President-Elect and reports to the Board.

D. Essential Duties and Responsibilities

1. Create and maintain any standard operating procedures needed to document the responsibilities of the service.
2. Create and maintain a calendar (or timeline) documenting the annual responsibilities of the service (if there is one).
3. Report on the activities of the service to the Board, as needed.
4. Assist in the development of a succession plan for service leadership.
5. Collect and edit articles for each newsletter.
6. Compile the newsletter.
7. Work with the printer/vender on the timing and delivery of the newsletter.
8. Collaborate with Website Chair for coordination of news items. As appropriate, provide collateral for posting on the website.
9. Lead development, printing, and distribution of CLCC Directory.