

### Position Description

<b>Title:</b> President	<b>Status:</b> Part Time (Intermittent)
<b>Work Location:</b>	<b>Salary/Pay rate:</b> volunteer
<b>Term:</b> Election at Annual Meeting (Full Term 3 Years)	
<b>Supervision:</b> Minimal	<b>Reports to:</b> Lake Association Board and Members

#### About the Lake and the Association

The purpose of the Association is to maintain, protect and enhance the quality of the lake and its surroundings for the collective interests of members and the public that utilizes Sand Lake. To carry out the program of the Association and to make representations on behalf of its members and the public, the Association shall be organized under Chapter 181 of the Wisconsin Statutes. (Sections of the Statutes are cited throughout these by-laws.) No asset of the Association shall benefit any officer or member. The Association shall not participate in partisan political activity.

#### Position Summary:

The Board President provides leadership to the board team and represents the organization legally and publicly. This position presides over all membership meetings and Board meetings and is the chief executive officer of the Association, responsible for day-to-day administration of the affairs of the Association. The President shall oversee all committee members who shall service until the end of that President's term. The President is an ex-officio member of all committees.

#### Functions/Responsibilities:

- Attend all membership meetings (3 per year) and Board meetings
- Guides the board to focus on the mission and organizational priorities; provides leadership in fundraising, setting policy, and planning for the future
- Presides over the board and executive committee meetings; develops board meeting agenda
- Appoints, motivates, and oversees committee chairs in consultation with other board directors; attends committee meetings when appropriate; ensures that committees operate within board-established guidelines of commissions and goals
- Co-Sign all checks or individual signature with approval of the Board
- Represents the organization in the community
- Signs corporate or legal documents, along with other board officers
- Motivates the board of directors; facilitates team building and camaraderie
- Ensures that bylaws, policies, and staff compensation (if applicable) are periodically reviewed
- Takes time to celebrate

#### Competencies/Requirements:

- Has a working knowledge of State Law and DNR Policy related to lakes such as:

Chapters 19 – General Duties of Public Officials; 30 - Navigable Waters Harbors and Navigation; 31 – Regulation of Dams and Bridges Affecting Navigable Waters; 33 - Public Inland Waters; 60.70 – Sanitary Districts; 66.0199 – General Municipal Law; 893 – Limitations of Commence of Actions and Proceedings – Procedure for Claims Against Governmental Units; 946.12 – Crimes Against Government and Its Administration, 947 – Crimes Against Public Peace, Order, and Other Interests; 985 - Publication of Legal Notices, Publications and Fees; and others as appropriate.

- Footnote: (about dams) Has a working knowledge of Wisconsin Administrative Code NR 333.

- Experience with managing people and evaluating positions
- Demonstrates good problem-solving skills and innovation
- Leads by example and fosters staff development and improvement
- Experience developing agendas and conducting meetings using Robert's Rules of Order
- Familiarity with legal aspects of board work
- Experience developing mission statements, goals, and action plans
- Familiarity with local lake and surrounding communities
- Ability to work with government officials to meet the goals of the organization
- Exemplary oral, written, and public speaking abilities
- Extreme organization with attention to detail
- Will attend and complete the Wisconsin Lakes and Rivers Partnership Basic and Advanced Lake Board Member Training at the earliest opportunity
- Time commitment: typically, 10 hours/week during the summer months, less hours are required during the off-season

**How to apply:**

To apply, send an email expressing your interest to the current Board; please include your qualifications and availability. If you have questions, please call the Board at: [board@sandlakewi.com](mailto:board@sandlakewi.com)