

LAKEVIEW ESTATES COMMUNITY ASSOCIATION

DUTIES OF OFFICERS

President

- ◆ Presides at all meetings of the Society and of the Directors.
- ◆ Prepares meeting Agendas and provides same to Directors prior to meetings.
- ◆ Supervises the other Officers in the execution of their duties.
- ◆ Liaise with media, government officials and community groups.
- ◆ Delegates responsibilities as required.
- ◆ Has custody of all records and documents of the Society except those required by the Treasurer and Secretary.
- ◆ Keeps copy of Meeting Agendas and Minutes.

Vice-President

- ◆ Carries out the duties of the President during his/her absence.

Secretary

- ◆ Conducts the correspondence of the Society.
- ◆ Issues Notices of meetings of the Society and Directors.
- ◆ Takes Minutes at all meetings and provides copy to Directors.
- ◆ Keeps Minutes of all meetings of the Society and Directors.
- ◆ Has custody of the Common Seal of the Society.

Treasurer

- ◆ Keeps the financial records, including books of account.
- ◆ Renders financial statements to Directors, members and others as required.
- ◆ Picks up the Society mail.
- ◆ Ensures liability insurance policies are up-to-date.
- ◆ Performs day to day Society transactions.
- ◆ Files annual AGM Minutes and Finances with Nixon/Wenger.
- ◆ Prepares invoices to member Stratas for Membership fees.

Membership

Maintains Register of Members (per Society Act Section 70). The Society must keep a register of its members. The register must have the full name and resident address of each member; the date on which the person is admitted as a member; and the date on which the person ceases to be a member.

- ◆ Update membership database.
- ◆ Send out reminder letters for membership renewal.
- ◆ Informs members of upcoming events.
- ◆ Assemble and mail out Notice & Agenda for AGM to members who have not provided email.
- ◆ Oversee AGM Sub-Committee.

Social

- ◆ Responsible for all community Social events put on by LECA (Beach BBQ and Adult Pot Luck).
- ◆ Responsible for organizing the AGM (booking facility).

Physical Resources

- ◆ Responsible for overseeing ongoing maintenance and improvements of the community beach area and its facilities per the beach easement agreement.
- ◆ Responsible for organizing any other improvements/enhancements to the community's physical structure.
- ◆ Organize the annual beach clean-up, maintain neighbourhood sign at entrance of CLE, line painting.

Website

- ◆ Ensures that required postings to the website are posted (AGM documents, events, notices, newsletters, committees, relevant event photos)

Duties of Directors (per Society Act)

- ◆ Act honestly and in good faith and in the best interest of the Society.
- ◆ Exercise the care, diligence and skill of a reasonably prudent person in exercising the powers and performing the functions as a Director.