

## Sturgeon Point Association Board Member Roles

Role	Description
President	<ul style="list-style-type: none"> <li>● Chairs board meetings</li> <li>● Sets and follows agendas</li> <li>● Makes sure board tasks are done</li> <li>● Spokesperson to the public</li> <li>● Most work happens between May-September. During those months, work is about 1-2 hours per week. Rest of the year is about 2-3 hours per month.</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>● Fulfills duties of the president in their absence</li> <li>● Assists President as needed.</li> <li>● Work is similar to President.</li> </ul>
Membership & Treasurer	<ul style="list-style-type: none"> <li>● Accounts for and reports on the funds, budget and expenditures.</li> <li>● Pay bills.</li> <li>● Deposits membership fees and donations.</li> <li>● Maintains membership list.</li> <li>● Most work happens between May-December.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>● Takes minutes of board meetings and the AGM.</li> <li>● Approximately 6 meetings per year.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>● Control the flow of information between the association and the members.</li> <li>● Maintains the website.</li> <li>● Maintains the email database.</li> <li>● Communicates to the public via email and social media.</li> <li>● Work is all year. Approximately about 1-2 emails per month plus keeping on top of social media.</li> </ul>
Social	<ul style="list-style-type: none"> <li>● Plans and organizes the community events.</li> <li>● Current events include Canada Day lunch, Civic dinner &amp; dance, AGM, and Halloween.</li> <li>● Has help from the social committee.</li> </ul>
Trustee Properties	<ul style="list-style-type: none"> <li>● Oversees the maintenance of the Trustee Properties (park, beach, upper wharf, leaf dump).</li> <li>● Coordinates with Dutch Boy who does the maintenance work.</li> <li>● Most work is done between May to October.</li> </ul>
Roads & Maintenance	<ul style="list-style-type: none"> <li>● Communicates &amp; advocates with the city about roads, lights and general maintenance that the city does for our village.</li> <li>● Work happens throughout the year.</li> </ul>
Grants	<ul style="list-style-type: none"> <li>● Applies for city grants and others as needed.</li> <li>● Work for city grants happens in September-October.</li> </ul>

Environment	<ul style="list-style-type: none"><li>● A new role!</li><li>● Oversee the environmental performance of the association.</li><li>● Develop strategies to support and strengthen our environmental role.</li><li>● Monitors local environmental issues and how that affects the association.</li></ul>
City Liaison	<ul style="list-style-type: none"><li>● Liaison with the local government.</li><li>● Expresses concerns about the village to Councillor and Mayor.</li><li>● Monitors city issues that would affect the village.</li></ul>