Shadow Lake Job Descriptions 2022-updated

These jobs and their descriptions are to assist those who hold those positions on the Board. Please remember that your responsibilities and access to one another via email or in person not only occur in the summer but throughout the winter as many decisions must be made prior to the start of the season. Each Committee shall report out to the newsletter editor by October 10th of each year a written document that sums up their work for the season.

President: This position is the chief executive officer of the Association. S/he shall have the ability to appoint committees to assist in the affairs of the Association. The President shall preside at all meetings of the Association and the Board of Directors.

Specifically:

--Operate SLA in accordance with 501 3 c tax status regulations

--Govern by honoring the SLA By-Laws and Mission Statement

--Oversee all SLA management responsibilities

--Submit report to DEC for suction harvesting permit when needed (good for 10 years)

--Write and submit article for Glover Town Report- October

--Write and submit appropriation letter to Select board for Greeter Station (Boat Wash)-October

--Submit Notice of Intent (NOI) to lay small mats in case milfoil is found

--Contact State and file for any necessary permits for AIS or other lake management- specifically Special Permit from Fish and Wildlife for Boat Wash at fishing access

--Determine Water Quality Monitoring personnel

--Review any updates that are needed for Lake Association Registration with State

-- Attend Glover Town Meeting to thank and request continued support. Report on summer data at Boat Wash.

?-- Send Marina's reminder letter about going through the Boat Wash and send an email Blast to SLA?

--Edit Spring Press Release (written by Boat Wash Coordinator) announcing the Grant-In-Aid award and remind readers of the SLA protection efforts to wash all boats at the Greeter Station; no entry at the Public Beach or elsewhere.

--Edit End-of-Season Press release (written by Boat Wash Coordinator) using data collected at Greeter Station and send copy to State

--Oversee the Coordinator of the Greeter Station (Boat Wash)

--Oversee the Coordinator for the surveillance of the littoral zone using professional divers and volunteers for the identification of EWM (Eurasian Water Milfoil) or other Aquatic Invasive Species, EWM location site marking, mapping, and pulling of milfoil plants and/or installation of benthic matting.

--Oversee all Board of Directors meetings; plan and prepare agenda

--Conduct Annual Meeting; plan and prepare agenda with VP and Secty.

--Provide education to Shadow Lake residents on important issues such as pollinators, pesticides, fertilizer, runoff, erosion, culverts, stabilization of shorelines, and Best Management Practices using information and personnel provided by the State of Vermont.

--Participate in vetting website posts with web master, Secretary and/or VP

--Notify Town of road conditions, erosion, flooding, runoff, dam condition, culvert repair, or other issues

--Oversee Purchase Appreciation gift for divers and Greeters at end of season to be done by respective Coordinators

Vice President: The Vice President shall assist the President in all matters whenever called upon and preside over meetings in the absence of the President.

--Participate in vetting website posts with webmaster and President and/or Secretary

--Edit communications to newspapers and public media (written by Boat Wash Coordinator) in regards to Grant allotment

--Assist with Development of Grant-In-Aid application in conjunction with the Memphremagog Watershed Association (MWA)

--Assist with Development of expected Deliverables to MWA/State

--Assist with Development of all Final reports for Grant-In-Aid paperwork in conjunction with MWA

Treasurer: The Treasurer shall have custody of the funds of the Association, shall receive dues and make disbursements as directed by the Board of Directors, shall make a financial report at the Annual Meeting of the Association, and shall make other financial reports as are directed by the Board of Directors.

Specifically:

--Pay bills, deposit funds, and reconcile accounts as needed

--Attend SLA Trustee meetings

--Keep accurate real-time records

--Record, classify, and summarize donations from members

--Provide statistics on membership participation rates for dues and boat wash

--Prepare an annual financial report for discussion at the annual dinner meeting

--Keep records of who has paid to reserve places at Annual meeting

--Keep updated membership data and coordinate changes with the Secretary

--With Board input, manage Certificates of Deposit

--File the Biennial Corporations Report with the Vermont Secretary of State by 3/15

--File a form 990-N e-Postcard every January

--Maintain the Shadow Lake Association trademark with the Secretary of State

Secretary: The Secretary shall take minutes of all meetings, have custody of all records of the Association, except financial, and assist the President in providing for all communications either among members or to outside parties.

Specifically:

Manage internal communications and records by:

Develop calendar; schedule meetings

Prepare and keep track of Board meeting dates, agenda

Prepare materials that may be needed for meetings

Attend Board meetings to keep a detailed record of the Boards actions

Record minutes from meetings and send draft minutes to Board members within 7 days

Provide Timely distribution of material

Communicate within three days to email

Have a working Knowledge of records and related materials

Provide Advice of on governance matters

Keep abreast of new laws and rules of watershed, Aquatic Invasive Species, …

Retain a Board Binder or on line documentation containing key documents

Manage SLA website

Contribute to Mailchimp at least quarterly and when needed

Ask PO to Forward winter mail to Treasurer

Oversee preparation of Newsletter

Prepare agenda and other essential paperwork with P/VP for annual meeting and regular board meetings

Designate someone to Oversee preparation for Annual Meeting:

- Reserve building
- Contact caterers
- Assist with preparation of posters and tables with Board Members
- Reserve any audio-visual needed for presentations

Contact Special Events Personnel, i.e., Ice Cream Social, 4th of July Fishing Derby, …

Board Members: All Board Members shall attend board meetings as scheduled. If a conflict arises, member shall contact President/ VP/ Secretary to notify them of their absence. All Board Members shall be prepared to take on responsibilities that assist the Association.

Communications:

--Keep Board and Association members informed so new learning may occur

--Facilitate ideas and design any Director designated communications for Shadow Lake residents

--Participate in vetting website posts

--Plan workshops along with other board members

--Contribute to MailChimps with President/Secretary/VP

--Send group emails

Milfoil: Oversee the diving operation

Specifically:

--Schedule services of a certified diver experienced in milfoil detection and removal to perform routine weekly underwater monitoring dives around the lake perimeter during the summer months

--Facilitate SLA payment for the services of a certified diver(s) for milfoil monitoring services

--Schedule boats and crew to accompany diver(s) performing routine weekly underwater monitoring dives around the lake perimeter during the summer months

--Log all milfoil monitoring-related activities, including volunteer hours, dive locations, findings, etc.

--Attend SLA board meetings to apprise other Directors of all milfoil monitoring-related activities

--Prepare a report of milfoil monitoring-related activities for the annual meeting of SLA members

Town Liaison: This position is for a citizen and Shadow Lake Association Board member who resides full-time in the Town of Glover. They are our eyes and ears to keep the Directors who do not reside full-time in town aware of the goings-on. Town decisions that may affect the lake, checking in with Boat Wash employees, safety of our community and other yearly maintenance issues. Attend Select Board/Planning Commission meetings when necessary

Boat Wash Coordinator(s): This responsibility is best shared by two people.

Job Description:
-Boatwash Coordinator is responsible for the Greeter Program
-Boatwash Coordinator is responsible for set up, operation and maintenance of the Boat Wash

This includes:

Hiring & Supervising Boatwash Greeter Staff
Procuring equipment necessary for Boatwash
Assuring supplies are available for operation of the boat wash
Communicating as necessary with SLA President & Board
Communicating as necessary with Town Clerk or designee; cc President/VP
Communicating as necessary with DEC & FWD; cc President/VP
Completing Grant Requirements as requested to assure compliance with funding
Facilitating data collection in accordance with State requirements

Specific Tasks:
Trailer:
In April, Contact Phone Company to arrange for phone service
Provide phone number to secretary for posting
Arrange for pick up of trailer from fairgrounds (usually by 5/15)
Arrange for temporary storage of trailer until permit is received
Receive permit from President
Arrange for site placement of trailer
Block trailer for season
Arrange for water hookup and testing of equipment
Facilitate ongoing maintenance of equipment as needed
Provide supplies as needed throughout season
Submit purchases to Treasure for reimbursement
Bring large purchases (over $100.00) to board for approval
Facilitate breakdown of trailer equipment for winter
Store trailer contents for winter
Arrange for and facilitate placement of trailer in fairgrounds
Disconnect (not suspend) phone service (schedule for Columbus Day).
Assure phone bill is paid
Assure collection of donations made to boatwash and submit to Treasure
Submit dues given at boatwash to Treasurer

Staffing:
Contact former Greeters in good standing to determine availability for work
Determine if further staffing is required
Advertise to fill positions as needed
Set up initial in-house training and organizational meeting with staff
Communicate and Facilitate Required trainings to staff
Develop and disseminate staffing schedule, making changes as necessary based on staff availability, weather, and need.
Facilitate staff completion of W2's, I9's, & Updates as needed
Review & sign off on Greeter timesheets assuring hourly limit as set by the town
Provide ongoing supervision of Greeter staff providing group and individual feed back as appropriate to meet needs.
Address staffing issues as they arise, documenting as appropriate
Address feedback from SLA members as appropriate to mission of boatwash
Actively seek suggestions from Greeters regarding the operation of the boatwash

Town Responsibilities:
Contact Town providing staff names, rate of pay, start date
Deliver time reports to Town weekly
Report any injuries of employees to Town within 24 hours or next business day if on weekend
Contact Town with closing date of boat wash

State Responsibilities:
Attend training as required by the state
Document Greeter Training as required by State

Attend enhancement trainings as available
Attend statewide meetings as required
Download data from IPad to State periodically
Provide other information to State as requested by DEC liaison
Record personal volunteer hours and mileage
Coordinate and record volunteer hours for boatwash
Communicate with DEC state liaison as needed
Communicate with FWD state liaisons as needed
Write News Release and submit to President/VP to edit prior to submitting to local paper and social media per grant requirement
Provide brief report at Annual DInner on Boat Wash operations and numbers of washes

Activities Coordinator: This position is for an Association member who will be responsible for organizing and running activities such as, Fishing Derby, Games Day, Boat Parade, Ice Cream Social, Annual Meeting. This person should be in close contact with the Board as communication and fun go hand in hand.

Roads: This position(s) is for an Association member who is will to be responsible for communicating with the Select Board in regards to roads around Shadow Lake including Shadow Lake Road, Stone Shore Road and Clark Road:

Road Safety (speed, pedestrians, line striping …)

Conditions (grading, paving, …)

Maintenance (ditching, culverts, runoff, berms, …)

Shadow Lake Association Shoreline Protection and Preservation (SLASPP): This position(s) is the point person for the protection and preservation of the shoreline which includes the dam (owned by the Town of Glover). This person(s) must have a working knowledge of the operation of the dam and an understanding of the hydrology of the lake.

Volunteers: Maintain Rain Garden at Public Beach

Ex-Officio: This position/s will be held by (a) past officer(s) and Board member(s) in order to maintain historical knowledge. They will be contacted as needed.