

**WESTMORE ASSOCIATION**  
**Roles and Responsibilities**  
**Draft**  
**Rev 09-June-2020**

**Executive Committee (Officers):** Draft bylaw changes and make necessary decisions between Board meetings.

**President:**

1. Preside at all meetings of the membership and Board of Directors.
2. Call special meetings as may be required.
3. Exercise general administration over the affairs of the Westmore Association.
4. Serve as ex-officio member of standing committees.
5. Act as alternate signatory on all Association bank accounts.
6. Write Spring President's Newsletter.
7. Represent the Association at the FOVLAP annual meeting in July or designate an alternate.

**Vice President:**

1. Assist the President in all matters whenever called upon.
2. Preside over meetings in President's absence.
3. Attend all Board and Executive Committee meetings.

**Clerk:**

1. Schedule Board meetings, arrange for their location, and provide notice to Board members.
2. Coordinate agenda items with President.
3. Take minutes at all Board meetings and distribute to Board members.
4. Take minutes at annual meeting and distribute to Board members for editing/clarification.
5. Keep a record of directors and the dates of term expiration/renewal.
6. Maintain an archive of all Board documents, governance policies, and publications, including calendars, maps, etc.
7. Attend all Board and Executive Committee meetings.

**Treasurer:**

1. Collect and deposit membership dues and contributions.
2. Collect and deposit funds generated by fundraisers.
3. Disburse funds as needed and pay bills promptly.
4. Reconcile monthly bank statements.
5. Act as the signatory for the Association's bank accounts.
6. Maintain accurate financial records that are available for review by the Board.
7. Keep the Board informed of spending and income related to the Association.
8. Prepare and submit financial report for Annual Meeting and Board meetings.
9. Post income and expenses to appropriate categories.
10. Pay annual dues to Federation of Vermont Lakes and Ponds (FOVLAP).
11. Submit VT biennial tax report and annual IRS tax report.
12. Oversee Grant funding.

13. Collect all incoming mail to Association PO Box in Orleans.
14. Oversee insurance policies and pay premiums annually.
15. Attend all Board and Executive Committee meetings.

## **STANDING COMMITTEES**

### **Membership:**

1. Maintain a database of members.
2. Send out invitations to potential new members to join in the Spring.
3. Send reminders to members to renew membership in Spring and late Summer.
4. Work with Board of Directors regarding new strategies to increase membership.
5. Produce and/or update membership application form.
6. Handle all email communications with membership.

### **Events (formerly Arts and Entertainment):**

1. Plan and oversee Association Annual Meeting and Potluck to be held every fourth Thursday in July.
2. Produce the annual calendar of events.
3. Plan and produce all social/fundraising events.
4. Recruit event leaders and volunteers.
5. Reserve facilities as needed for events well in advance.
6. Make sure that all rented facilities are clean and neat, and that all trash is removed after each event.

### **Trails and Recreation (formerly Trails and Wildlife):**

1. Act as liaison between Association and Town of Westmore, NorthWoods Stewardship Center (NWSC), and Green Mountain Club (GMC).
2. Monitor condition of trail system in Westmore and report issues to board, NWSC, and/or GMC.
3. Keep Board of Directors informed of maintenance activities as they occur.

### **Water Quality:**

1. Identify and recruit individual(s) to serve as Volunteer Lake Monitor(s), Volunteer Algae Monitor(s), and/or Volunteer Invasives Patroller(s) to work with the Vermont Department of Environmental Conservation (VTDEC).
2. Manage the Boat Greeter Program for Willoughby Lake.
3. Monitor closely Milfoil harvesting activity in Willoughby Lake during summer months.
4. Assist Town of Westmore in writing grant applications for Milfoil harvesting and Greeter program.
5. Monitor and report cyanobacteria blooms and/or new invasive species promptly to VTDEC.

## **STANDING COMMITTEES, continued**

### **Scholarship:**

1. Collect applications from Westmore high school and college students.
2. Review applications and recommend recipients to Board of Directors.
3. Inform applicants of the Board's selection.
4. Encourage recipients to attend Annual Meeting.
5. Present awards to recipients at Annual Meeting.

### **AD HOC COMMITTEES**

The board shall appoint ad hoc committees as needed. Examples of such committees are listed below. If an activity or event is no longer relevant, the board shall suspend or disband the committee.

### **Public Relations:**

1. Serve as webmaster for Association's website.
2. Manage all Association's social media accounts.
3. Present updates, prior to uploading, to the Executive Board for discussion and review.
4. Produce and distribute all advertisements/posters for events.

### **Newsletter:**

1. Gather articles from Association/Board/Committee members and set a deadline for submission.
2. Serve as editor-in-chief and publisher.
3. Send content to Executive Board for review and determine number of copies to be printed.
4. Deliver camera-ready copy to printers or coordinate with printer on final format.
5. Send PDF of final version to webmaster to be uploaded to website.
6. Address and mail hard copies.

### **Nominations:**

1. Develop a slate of nominees to fill vacancies of Officers and Directors each year by the end of June.
2. Present the slate of nominees at the annual meeting.

### **Beautification:**

1. Maintain landscaping in town center triangle at intersection of VT Rte 5A and Hinton Hill Rd.
2. Maintain landscaping in triangle at intersection of Vt Rte 16 and Peene Hill Rd.
3. Maintain large flowerpots in Lakeview Cemetery.
4. Empty the receptacles for cigarette butts (the Buttlers) at the north and south beaches.

### **Products:**

1. Provide a cost estimate to the Executive Committee detailing the costs of production, distribution, shipping, and other items.
2. Manage sales of Association merchandise, such as calendars\*, note cards, guide books, maps, and other items.
3. Maintain an inventory of items, including total number produced, and to what persons and locations they were distributed.

4. Manage the return and replenishment of products.
5. Report sales promptly to the Treasurer, and assure the deposit of income from sales.  
\* See note about calendars, below.

**Calendar:**

Note: The calendar was not produced in 2019, but may be produced in future years. If so, it will fall under the category of Products. For the sake of future calendar committees, details about its production are retained in this document.

1. Make requests for submission of photos.
2. Review and select submissions for inclusion.
3. Decide on format, style, photo editing, and materials.
4. Select printer and communicate requirements for final form.
5. Submit photo selections to printer.
6. Arrange for delivery of calendars to the Westmore Association.
7. Report information about production and distribution to the Products chairperson.