

# Lake Wallkill Community, Inc.

## Job Description

Position Title: District Representative  
Reports to: VP Community Relations

Date Created: 9/23/11  
Last Reviewed: 5/18/2012

### I. Position Summary.

#### Responsibilities:

- Functions as the primary channel of communication between the geographic districts, their members and the Management Committee. Insures members of their district are well informed.

## Essential Functions or Duties

### II. Description of Duties

- Shall attend and participate in all duly scheduled meetings of the Management Committee.
- Shall attend and participate in all meetings of the District Reps scheduled by the VP, Community Relations.
- Stays current, is familiar with and abides by the Lake's By-Laws and Rules & Regulations.
- Harmoniously works together with Management Committee members to solve problems/challenges or capture opportunities for the benefit of the community.
- Actively solicits input/information from members within their respective district. Works with fellow District Representatives and the VP of Community Relations to identify trends that need to be addressed by the Management Committee.
- Complaints communicated to the District Representative shall be escalated to the appropriate Officer, if in doubt which Officer, the complaint should be communicated to the VP Community Relations.
- District Representatives should focus on their district's needs. Should a Representative be approached by a member from another district, that member should be directed to their respective Representative or the VP Community Relations.
- Provide recommendations/requests during the budget preparation, to the budget account owners, for any items identified through member feedback that need attention.
- Lead or participate in standing or special committees as requested by the President.
- Review and analyze monthly financial reports provided by the Treasurer.
- Shall identify people from their district interested in volunteer assignments including but not limited to committee assignments or involvement with the Management Committee. Shall put interested members in contact with the Chairperson of the Nominating Committee.

### III. Special Duties

- Deliver Regatta Programs to all properties within their district.

### IV. Qualifications

- Committed to the Lake Wallkill Community with a history of volunteer activity.
- Strong communication skills, engaging with members of the district
- Ability to manage conflict effectively, calming influence on stressful situations.
- Capable of meeting the time commitments attendant to the position.
- Computer literacy preferred. Able to send and receive communication by E-Mail.

### V. Accountability

District Reps maintain a fiduciary responsibility to the Management Committee and the Membership at large.