

# Lake Wallkill Community, Inc.

## Job Description

Position Title: Trustee

Reports to: Chairman of Trustees/President

Date Created: 9/23/11

Last Reviewed: 5/18/2012

### I. Position Summary.

#### Responsibilities:

- Trustees provide guidance relating to rationale for past policies. Formulate policy and strategy recommendations for ultimate approval by the Management Committee.

## Essential Functions or Duties

### II. Description of Duties

- Attend and actively participate in all duly scheduled meetings of the Trustees.
- Attend and actively participate in all duly scheduled meetings of the Management Committee.
- Harmoniously works together with fellow Trustees and Management Committee members to solve problems/challenges or capture opportunities for the benefit of the community.
- Stays current, is familiar with and abides by the Lake's By-Laws and Rules & Regulations.
- Review and analyze monthly financial reports provided by the Treasurer.
- Lead or participate in standing or special committees as requested by the President.
- Provide budget input to the Treasurer for any committee appointments or Trustee related funding requirements.
- Solicit information from Management Committee and Lake Membership to assess community needs for the purpose of formulating policy and strategy. Develop recommendations for approval by the Management Committee.
- Board of Trustees shall elect a Chairman and Vice Chairman.

### III. Special Duties

- Chairman of the Board of Trustees
  - i. Shall appoint a Chairman of the Nominating Committee each year.
  - ii. Receives report from CPA on Financial Records Audit each year and makes report at the annual General Membership Meeting.
  - iii. Serves as liaison for legal and real estate matters at the request of the President.
- Vice Chairman of the Board of Trustees
  - i. In the Chairman's absence, assumes the functions of the Chairman of the Board of Trustees.

### IV. Qualifications

- Committed to the Lake Wallkill Community with a history of volunteer activity.
- Capable of meeting the time commitments attendant to the position.
- Computer literacy preferred. Able to send and receive communication by E-Mail.

### V. Accountability

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