

Lake Wallkill Community, Inc.

Job Description

Position Title: Vice President, Community Relations

Reports to: President

Date Created: 9/23/11

Last Reviewed: 5/18/2012

I. Position Summary.

Responsibilities:

- Liaison to Community Organizations and Advisor to the District Representatives.

Essential Functions or Duties

II. Description of Duties

- Attend and actively participate in all duly scheduled meetings of the Management Committee.
- Harmoniously works together with 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 Community Relations related funding requirements.
- Coordinates activities of the District Reps to follow-up with members on Declaration of Covenants and Deed Restrictions. Pairs District Reps with Officer/Trustee partners for these discussions with members.
- Obtains delinquent list from Treasurer and distributes to all Management Committee members in July and November.
- At the request of the President, arranges for appropriate meeting space for all Management Committee and General Membership Meetings.
- Develops and implements a process to insure all activity participants are members in good standing. Obtain completed permission slips from all participants and cross reference with dues delinquency list. Ensure any members privileges suspended are excluded from activities through coordination with activity group leader.

III. Special Duties

- Primary liaison with all related organizations of the Community including the Ladies of The Lake.
- Recommends operator for Clubhouse Store, subject to Management Committee approval. Solicits and advertises as necessary to identify a Clubhouse Store Operator.
- Conducts meetings of the District Reps as needed to make sure they are well informed.

IV. Qualifications

- Committed to the Lake Wallkill Community with a history of volunteer activity.
- Diplomatic in dealing with conflicts that can arise from member complaints.
- Capable of meeting the time commitments attendant to the position.
- Computer literacy preferred. Able to send and receive communication by E-Mail.

V. Accountability

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