

Lake Wallkill Community, Inc.

Job Description

Position Title: President

Reports to: Community-at-Large/Board of Trustees

Date Created: 9/23/11

Last Reviewed: 5/18/2012

I. Position Summary.

Responsibilities:

- Ultimate accountability for governing the affairs of Lake Wallkill, working through the Management Committee, in accordance with Lake Wallkill By-Laws and Rules & Regulations.
- Responsible for the administration and direction of all Community affairs subject to the By-Laws and policies adopted by the Management Committee.

Essential Functions or Duties

II. Description of Duties

- Shall preside over all meetings of the Management Committee and meetings of the Membership.
- Stays current, is familiar with and abides by the Lake's By-Laws and Rules & Regulations.
- In the President's absence, shall appoint an Officer of the Management Committee to assume responsibilities ascribed to the President.
- Harmoniously works together with Management Committee members to solve problems/challenges or capture opportunities for the benefit of the community.
- Review and analyze monthly financial reports provided by the Treasurer. Work with the Treasurer to address budget variances.
- Shall appoint all committee chairmen (except chairman of the nominating committee) and act as ex-officio member of all appointed committees.
- Provide budget input to the Treasurer as appropriate.
- Conducts risk assessments and seeks legal advice as appropriate to address issues.
- Signs all contracts and written obligations, together with the Secretary, in accordance with the By-Laws.
- Shall delegate responsibilities to Officers and members of the Management Committee.

III. Special Duties

- None

IV. Qualifications

- Committed to the Lake Wallkill Community with a history of volunteer activity.
- Minimum 5 years experience serving on the Management Committee.
- Strong written and verbal communication skills
- Capable of meeting the time commitments attendant to the position.
- Computer literacy preferred. Able to send and receive communication by E-Mail.

V. Accountability

The President maintains a fiduciary responsibility to the Management Committee and the Membership at large.