

Lake Wallkill Community, Inc.

Job Description

Position Title: Vice President, Lake Management
Reports to: President

Date Created: 9/23/11
Last Reviewed: 5/13/2012

I. Position Summary.

Responsibilities:

- Responsible for managing the quality of the Lake water.
- Manages lake properties relative to tax assessments.
- Assess community and member properties for compliance to rules & regulation and town ordinances.

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 Lake Management related funding requirements.
- Make timely updates to Treasurer for any budget variance. Variances in excess of 10% of annual budget require detailed explanation.
- Works with administrative staff to ensure deeds from property transfers are obtained from tax assessor and updated in the Lake database.
- Develops communication materials to highlight the importance of watershed management. Educates members on the actions they must take to protect the lake ecosystem. Provides these materials through handouts and posting on Lake bulletin boards.

III. Special Duties

- Maintains relationship with the outside services company that analyzes and treats the Lake water. Works with consultant to develop appropriate programs to optimize water quality. Brings recommendation for expenses or investments to maintain Lake Water to the Management Committee for approval.
- Chairman of the Lake Management Committee charged with soliciting member input for ideas on Lake Water management. Committee assesses community and member properties for compliance to rules & regulations and Vernon Township ordinances. Suggests actions to bring offending properties into compliance including reporting to the appropriate government agency.

IV. Qualifications

- Committed to the Lake Wallkill Community with a history of volunteer activity.
- Diplomatic in dealing with conflicts that can arise from member property assessments.
- 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.