

**Beaumont's Seven Harbors
White & Duck Lake Association**
P. O. Box 70
Highland, MI 48357



PRESIDENT'S RESPONSIBILITIES

Description	Hours
Role of the President:	245

To lead the Association as the chief elected officer.

Key duties and responsibilities:

- To represent the Association, and the profession, in a variety of fora.
- To support the Association and its policies internally and externally.
- Plan and chair Board and general meetings, including meeting agenda preparation in consultation with the Executive Board.
- To act as the main liaison between the Board and the Executive Board To enforce adherence to the Association's Constitution and By-laws and assure the integrity of the Board process.
- To review financial reports submitted by the Executive Board, and to advise the Board of these reports and any necessary actions by the Board.
- To communicate with the membership on a regular basis.

General Duties Required

General Membership Meeting 7 or 8 meeting Yearly

Trustee Meetings 10 P/Year

Membership Agenda's

Trustee Agenda's

Newsletter

Special Meetings

Maintenance of Seven Harbors

Review of Finances

Support of Policies

Correspondence with Outside Professionals

Liaison with attorney

Phone Calls from Membership

VICE PRESIDENT'S RESPONSIBILITIES

Description	Hours
Role of the Vice President:	76

Key duties and responsibilities:

General Duties Required

General Membership Meeting 7 or 8 meeting Yearly

Trustee Meetings 10 P/Year

Assume responsibilities of the President in his or her absence.

Special Meetings

2nd VICE PRESIDENT'S RESPONSIBILITIES

Description	Hours
Role of the 2 nd Vice President:	76

Key duties and responsibilities:

General Duties Required

General Membership Meeting 7 or 8 meeting Yearly

Trustee Meetings 10 P/Year

Assume responsibilities of the President or Vice President in his or her absence.

Special Meetings

TREASURER’S RESPONSIBILITIES

Description	Hours
Role of the Treasurer:	898
The Treasurer is generally responsible for all budget, finance, and accounting matters for the Association. It is a paid position of \$7,600 annually.	
Key duties and responsibilities:	
Prepare and mail all billings for association dues and special assessments.	
Collect payments for dues & special assessments and deposit in bank accounts established in the name of Seven Harbors.	
Prepare and mail payments authorized by Seven Harbors Executive Board	
Prepare monthly and annual Treasurer's Reports for delivery at Board and General Membership meetings	
Prepare association tax returns and other reporting documents required by law.	
Record all transactions in the association's financial software, Quick Books.	
General Duties Required:	
See separate document Treasurers Responsibilities.	

SECRETARY’S RESPONSIBILITIES

Description	Hours
Role of the Secretary:	100
The Secretary is generally responsible for all official records of the Association.	
Key duties and responsibilities: The Secretary shall record and keep minutes of all meetings of the Members and the Board and shall attend to the giving and receiving of all correspondence of the corporation.	
General Duties Required	
Attend Board meetings and record the minutes.	
Attend General Membership Meetings and record minutes.	

Input Board meeting minutes from notes to computer. Email Trustees the draft of the meeting minutes to check for accuracy. Print and deliver copies to Trustees who do not have internet access.

When Board minutes are approved, sign and date the minutes and file in the permanent file.

Input General Membership meeting minutes from notes to computer. Email Trustees the draft of the meeting minutes to check for accuracy. Print and deliver copies to Trustees who do not have internet access.

Once General Membership minutes are approved by Trustees, send draft General Membership meeting minutes to the web administrator for web posting so that they can be reviewed by Membership prior to the next meeting.

If the General Membership minutes are approved, sign and date the minutes and send the final copy to the web administrator for posting to the website. File a hard copy in the permanent file.

Maintain all minutes in organized, permanent files to be turned over to another Secretary when elected. Include newsletters and agendas when possible.

Maintain organized files of correspondence or any other documents provided to the Secretary.

Prepare correspondence to members and third parties for certain issues which arise that require formal communication (financial matters are excluded).

Involved in annual audits as necessary.

Receive proxies before the September election meeting from those who cannot be present at the meeting and provide proxies to the election committee.

Other tasks that may be necessary as well as keeping an eye on the subdivision to report to the Association items of interest and areas that might require attention.

TRUSTEE’S RESPONSIBILITIES

Description	Hours
Role of the Trustees:	85

Role of the Trustees

To be a member of the Executive Board and to assist in carrying out the responsibilities of the Board

Key duties and responsibilities:

As a member of the Executive Board duties shall be to carry on all business of the Association, assure that all committees as are necessary are appointed and functioning, and assure that all properties of the Association are properly maintained.

General Duties Required

General Membership Meeting 7 or 8 meeting Yearly

Trustee Meetings 10 P/Year

Certain Trustees shall assist the Boat Slip Administer by inspecting boats docked at the Association's slips and ensuring proper dockage .

Participate on various committees such as road maintenance & by-laws, etc..

Address and resolve various issues that the General Membership raise

Special Meetings