



Lake Orono Improvement Association INC.

Job Descriptions

OFFICERS

President

- Term: two years
- Organizes planning meetings for events at least one month before event
- Conducts meetings
- Is spokesperson for LOIA when dealing with outside sources (ie., media, the City, etc.)
- Note: Vice president automatically becomes president at end of term

Vice President

- Term: two years
- Automatically becomes next president
- Obtains caterer for Annual Meeting
- Attends planning meetings
- Conducts elections at end of Annual Meeting for the year he/she becomes president

Secretary

- Term: two years
- Takes minutes at meetings, gives minutes to Communications Chair for newsletter/website production
- Attends planning meetings
- Writes LOIA correspondence, with the exception of email (which the Communications Chair handles)
- Updates Bylaws when they change

Treasurer

- Term: two years
- Attends planning meetings
- Handles accounts receivable and payable, bank transactions, maintains ledger
- Informs Communications Chair of changes in membership

Parliamentarian

- Term: two years
- Attends planning meetings
- Advises officers at Annual Meeting of proper parliamentary procedure

District Reps (Directors)

- Term: three years
- Attends planning meetings when president deems necessary
- Is automatically part of the Membership Committee
- Distributes LOIA flyers, other collateral to homeowners in their district
- Makes follow-up calls to homeowners in their district when instructed
- Keeps track of and welcomes new homeowners or properties in their district and notifies Communications Chair of changes
- Forwards any payment of membership to Treasurer
- Tallies and reports RSVPs for events from their district as instructed

District Rep Alternates

- Term: three years
- Attends planning meetings when president deems necessary
- Performs District Rep duties when District Rep is unavailable or unable to perform them

COMMITTEES (Note: Committee functions are formally listed in bylaws)

Membership Committee

- Is composed of the District Reps and Alternates and any other interested individuals
- Develops membership materials
- Visits new property owners and non-members to distribute Association membership information
- Maintains a list of members and non-member property owners and coordinates the list with the Treasurer and the Communications Committee
- Maintains a map of lake property owners

Water Level and Flow Control Committee

- Is the liaison between the membership and the City of Elk River in regards to water level
- Determines what fluctuations in water level are permissible
- Determines what can be done if water level falls below the minimum
- Determines procedure for lowering lake level in the fall for shoreline maintenance and dock repair

Safety Regulations Committee

- Reviews state and/or local regulations on boating and snowmobiling
- Reviews state and/or local limitations and/or provisions for setting out buoys and manmade structures
- Makes periodic inspections of lake recreational activity, buoys, signage, etc. and report any offenses to the local authorities

Pollution Committee

- Provides for periodic analysis of lake waters
- Reviews Minnesota Pollution Control Agency limits on pollution
- Reviews septic system regulations for each municipality or governing body (ie., village, township, county, state), whichever applies
- Makes periodic investigations of lakeshore properties for compliance with septic system regulations. Reports violations to property owners for voluntary correction or to Minnesota Pollution Control Agency for prosecution
- Checks for pollution from fish houses in winter time

Conservation Committee

- Contacts state conservation division for assistance in determining fishing potential of lake
- Establishes a conservation program under the direction of the state conservation division
- Builds carp traps and/or remove fish when feasible
- Communicates with the water level committee about levels during critical spawning periods
- Establishes spawning areas, if possible, and post with “off limits” signs
- Establishes a game refuge, if possible, around the lake

Communications Committee

- Attends planning meetings
- Produces and coordinates the printing and distribution of meeting notices, invites and periodic newsletters
- Maintains a mailing list of lake property owners
- Maintains LOIA website
- Maintains LOIA and interested party email lists, sends out notices, forwards mail to appropriate individuals