

Lake Hartwell Association Committee Roles and Responsibilities

Committee/Officer

Role and Responsibility

Board

- Overall Control over the affairs of LHA
- Sets policy
- Provides overall coordination and communications
- Identify requirements for additional committees or personnel such as an Executive Administrator

President

- Presides at LHA Board, Executive Committee and annual meetings
- Coordinates LHA activities with Board members and Committee chairs
- Act as chief spokesperson for LHA in all matters pertaining to LHA
- Appoints all committee chairs

Vice-President

- Serves as President-elect of LHA and assumes the duties of the President when the President is unavailable
- Performs as Parliamentarian for LHA

Secretary

- Records minutes at Board meetings and LHA annual meetings
- Manages LHA toll free telephone number
- Updates “Officers and Directors Book” as required.
- Acts as custodian of all official records and files of LHA including correspondence, minutes of meetings and contact information.

Treasurer

- Manages finances of LHA
- Reimburses members for expenses in accordance with process developed by Finance Committee.
- Produces an annual budget for Board approval by December 31st of each year through cooperation with the Finance Committee
- Has a Treasurer’s Report available at each Board Meeting
- Completes annual LHA tax forms for payment of taxes.

Finance

- Reviews the financial process and recommends any revisions, if needed, such as new reports, new software to record financial records, etc.
- Provides the team to perform or manage the yearly financial review
- Coordinates with the Treasurer and assists to develop the budget
- Assures the LHA Insurance needs are current and appropriate and
- Assists with financial support for any new or existing LHA programs that may need it

Lake Clean-Up

- Coordinate with the USACE to sponsor, manage and support annual Lake Clean-Up Campaign

Legislative

- Interacts with appropriate legislators, government agencies, community organizations and other water associations on legislative matters
- Provides recommendations to the Board on how to respond to legislative, state, federal or community water related activities
- Develop “LHA Position Papers” defining LHA opinions or recommendations regarding specific legislative activities.
- Provide legislative recommendations to other LHA committees where requested

Membership

- Issue invoices to members at specific intervals
- Obtain mail from LHA PO box and track members payments of dues
- Maintain the LHA Membership list on an Excel spreadsheet
- Maintain an LHA email address list
- Coordinate with Publications Committee to provide membership list to printer for distribution of newsletters and other documents
- Grow and maintain the LHA membership roles

Publications

- Develop and maintain LHA related documents such as the LHA Newsletter, Brochure, Business Cards, etc.
- Announce the due dates of newsletter articles to the Board
- Receive articles and format the newsletter for printing
- Coordinate with Membership Committee to schedule and send the membership list to printer for newsletters and other documents
- Coordinate printing needs with the printer

Program and Publicity

- Coordinate LHA speakers to provide LHA subject matter experts to organizations seeking speakers
- Identify opportunities for LHA speakers to address other organizations wanting LHA, lake or other water related information
- Promote LHA activities through newspaper articles and other publications
- Continue to build the image of LHA
 - Membership stories and pictures in the LHA newsletter
 - Develop tri-fold LHA brochure
 - Develop and support LHA water education program
- Identify, recommend to the Board, and support those programs (e.g., storm drain placard, Year-of-Clean-Water, Water education) that will promote the mission of LHA, benefit the membership and community and provide positive publicity for LHA
- Provide logistical and organizational support to the two LHA annual meetings

Safety

- Continue to be source of safety related information for distribution through:
 - The Newsletter
 - Other Organizations
 - Power Squadron
 - ACOE
 - Others
- Continue Life Jacket Program
- Maintain bulletin boards with safety related information and, potentially, information on LHA

Technical

- Posts safety related information and notices to the LHA website
- Develop and implement Skipper Saver Program
- Develop and manage activities and programs to clearly understand, make recommendations and communicate the status of those activities. Included are:
 - Water quality
 - Water quantity
 - Obtain and review wastewater discharge permits
 - Construction impacts
 - Sedimentation impacts
- Provide other LHA Committee members with state-of-the-art knowledge of information on scientific aspects of lake and watershed management.
- Act as liaison to other LHA committees
- Provide the Legislative Committee members with state-of-the-art knowledge of information on scientific aspects of lake and watershed management.
- Develop “LHA Position Papers” defining LHA opinions or recommendations regarding specific technically related activities.

Web Master

- Develop and maintain an internet web site for the dissemination of information to members and the public regarding LHA activities, positions on issues, upcoming meetings and other miscellaneous items.
- Develop and maintain a section in the LHA web site specifically for the private use of the LHA Officers and Board members to obtain and share LHA related information such as Board member contact information, expense reimbursement forms and process, LHA specific letterhead paper for letters and personal memo forms, etc.