

## Position Descriptions

### All Board Commissioners

- Responsible for the governance of the Lake District
- Initiate and coordinate research and surveys for the lakes
- Cooperate with other units of government in enacting ordinances as needed.
- Plan, adopt and carry out lake protection and rehabilitation projects
- Maintain liaisons with state government officials involved in lake protection and rehabilitation
- Control the fiscal matters of the District, subject to the powers and directives of the annual meeting
- Contribute articles/items for website
- Attend applicable statewide meetings and training
- Oversee committees and recruit volunteers
- Attend 9 Board Meetings and 1 Annual meeting per year.
- Be willing to serve as an Officer (Chairperson, Treasurer, Secretary)

### Chairman (*Officer*)

- Preside at the Annual meeting, all Special meetings, Board meetings and public hearings in such a way as to ensure that they are conducted legally and on time
- Develop agenda for projects for coming year(s)
- Assign committee positions and projects: Water Patrol, Website, Dam Inspection, and Others
- Set dates and agenda for Board meetings, Special meetings and the Annual meeting
- Oversee that we meet State and Federal compliance for a Lake District
- Select a Nomination Committees to present candidates to the annual meeting
- Appoint replacement Board members to fill vacancies due to resignations
- Select an audit committee and have an audit prepared for the Annual meeting.
- Secure meeting space
- Coordinate meeting agenda

### Vice Chairman

- Preside over meetings when the Chairman is not available
- Assist Chairman with projects and committee selections
- Oversee committees and facilitate their reporting to the Board & General Meetings
- Take Minutes if Secretary is not available
- Provide reporting on behalf of absent Board Members

### Treasurer (*Officer*)

- Take charge of the finances of the district
- Keep books, receive and take charge of all moneys of the district, and pay out the same only on order of the board
- Prepare and file tax forms
- Coordinate with and support the Audit Committee
- Prepare and present for approval a proposed budget at the annual meeting
- Deliver certified statements of any tax levied at the annual meeting to the clerk of each municipality for collection
- File paperwork for Grants and other matching funds
- Maintain and audit insurance policy
- Present and acquire approval of a Treasury Report at Board and General meetings

### Secretary (*Officer*)

- Take minutes of all meetings and distribute to Board and website
- Maintain the availability and integrity of all public records of the District on the website
- Maintain a file of the names/addresses/email addresses of the District electors for official

- communications
- Prepare and mail a written notice as required by statute for annual meetings (and any special meetings)
- Post all meeting agenda and notices required by statute in newspapers, website and community bulletin boards
- Present and acquire approval of all meeting minutes at Board and General meetings
- Monitor District Post Office Box and distribute contents to responsible Board Members
- Annually provide the District Commissioners contact info (name, address, etc.), to Univ. of WI Extension, College of Natural Resources, UW Stevens Point, WI, 55441 and to the DNR, Lake Management Section, Bureau of Water Resources Management, Box 7921, Madison, WI 53707

### **All Committee Chairpersons**

- Set agenda, dates and preside at committee meetings
- Secure meeting space
- Coordinate the development project recommendations for coming year(s)
- Present to the Board recommendations for annual budgets, funding recommendations and grant applications
- Present committee recommendations to the Board for approval
- Assign tasks to committee members
- Provide status reports on activities to Board, General Meetings and Website
- Attend training and informational meetings on committees topics
- Contribute articles/items for website
- Recruit volunteers
- Track time of volunteers for grant reporting and recognition.
- Comply with WI Statutes

### **Audit Committee**

- Audit treasury activities annually for fiscal integrity
- Prepare a written report on exceptions

### **Clean Boats Clean Water (CBCW)**

- Coordinate the monitoring of boat landings with inspectors and surveillance cameras
- Hire inspectors, schedule coverage and advise Treasurer of salaries to be paid
- Facilitate annual training
- Update SWIM database online
- Interface with camera contractor regarding video monitoring, performance and maintenance

### **Dam Inspection**

- Inspect both dams annually and submit an inspection report to the Board
- Ensure District compliance with DNR dam regulations and WI statutes
- Procure maintenance contractors as need.

### **Lake Management Committee**

- Implement Lake Management Plan and pursue improved water quality
- Implement the Aquatic Plant Management Plan
- Update the Lake Management Plan every 5 years and acquire DNR approval
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- Coordinate the Citizens Lake Monitoring Program to record water clarity readings throughout

- the summer months
- Hire contractors to prevent & control AIS
- Serve as the focal point for AIS identification
- Maintain the AIS Educational Kiosks at the landings

### **Legal Resource**

- Advise and assist Board on legal matters, WI Statutes, Open Meeting Laws, Robert's Rules, etc.

### **Navigation Committee**

- Seasonally place and remove buoys. Procure replacement buoys
- Monitor depth of channels and procure dredging contractors as needed for dredging

### **Social Committee**

- Facilitate events to build community and volunteerism
- Coordinate the 4<sup>th</sup> of July Parade and the Spring District Dinner

### **Water Patrol**

- Interface with Polk Co. Sheriff to promote active monitoring of our lakes
- Convey to the Board and Annual Meeting, the Patrol's activity report for our lakes
- Act as District point person for patrol issues and coordination

### **Website**

- Maintain the District website and domain name ([www.bigroundpine.com](http://www.bigroundpine.com))
- Facilitate the posting of all documents, meeting notices, minutes, photos, articles, links etc.
- Periodically refresh content and annually move official documents to archive pages
- Audit website traffic and promote usage and contributions at District meetings