

## **Operate per the by-laws established by the association**

### **Specific board member responsibilities**

**President** - Preside over all board meetings, establish agendas, and provide overall coordination of board actions

**Vice President** - Assist the President as needed, preside over meetings in the absence of the President

**Secretary** - Record and publish meeting notes for all board meetings

**Treasurer** - Manage all MFA bank accounts, pay expenses and deposit income. Provide a Treasurer report at each board meeting. Secure periodic independent audits of MFA financial records.

**Membership Chair**- Maintain current lists of MFA membership, coordinates membership drive efforts, and distributes membership renewal notices.

**Communication Chair** - Coordinate communications to the MFA membership via email distributions, newsletters, and other mailings. Responsibility includes some generation of content, but also working with other board members and general members to collect communication content.

**Clean Boats Clean Waters Chair** - provide oversight to boat landing monitoring required by our lake management plans

### **Other Activities board members and volunteers are involved with.**

- EWM Buoys
- Social Event Planning
- Lake Management Planning
- Participation in various meetings with local governments, DNR, etc.