

## CLAA Committee Duties Summary 2024 (052924)

Brief Summary of Committee duties taken from CLAA Website. Goal is to have each area of Clark Lake have representation on the Board. Bylaws allow for 13 Directors serving 3-year terms and 4 officers serving 2-year terms.

Each committee will propose and oversee projects relative to their specified domain. Once a project has been approved, a project coordinator will be identified. A new committee member may be recruited and approved by the board as a project coordinator. Coordinator may continue on the committee even after completion of the project.

Having a Committee Chairperson or a member of a Committee on the Board ensures a solid link between each Committee and the Board for coordination, communication, funding. If the Chairperson is not a Board member, one of the Board members will be appointed as the official liaison.

Project coordinator (common to all Committees)

Project coordinator will be the contact person for all aspects of the specific project.

Coordinator will be a regular member of the project sponsoring committee. If the project is created by the board, instead of a committee, then the coordinator does not need to be a board member will report directly to the president.

One person (or more) can serve as coordinator for more than one project and/or more than one committee.

Project coordinator may recruit as many volunteers as is necessary to complete a task but these additional assistants do not need to be members of the sponsoring committee.

Project coordinators should propose a budget through appropriate Committee Chairperson to be approved by the board. As prescribed by the bylaws, the coordinator may not sign contracts, checks, grant requests or other official documents. They may present bills to the treasurer for reimbursement if within the approved budget. They may also have access to the Sales Tax Exemption certificate when purchasing supplies for the approved project.

Some projects involve written reports or presentations. The coordinator may designate someone else to write the report or do the presentation if they prefer.

#### Communications Committee Duties (3-year Term)

- Participate at Board of Director Meetings and Annual Meetings.
- Coordinate Annual Dues and Annual Letter with President, Treasurer, and Membership Coordinator for copy in January/February timeframe, provide copy and mailing list to printer. Proofing, stamping, sealing and mailing.
- Coordinate with other officers and Committees chairpersons for input for 3 or 6 Newsletters throughout the year – electronic communication only.
- Provide notices to Webmaster in PDF format
- Assist with Event coordinators on Design and issuing Event Flyers and Volunteers Needed requests (maybe provide link to signup sheets online) electronically and copies for message board at boat ramp
- Provide a new member packet for new members
- Coordinate with Secretary for Greeting Cards (Death, Get Well, Thank you, etc.)
- Provide notices to Clark Lake Facebook if requested by officers and Board members of CLAA

#### Social Committee Duties (3-year Term)

- Participate at Board of Director Meetings and Annual Meetings.
- Responsible for CLAA social activities for CLAA members and their families
- Plan and coordinate Annual Picnic/Summer Outing
- Plan and coordinate Fall Dinner
- Plan and coordinate, if there is interest and a project coordinator, other events such as Golf Outing, Rummage Sale, Boating, Kayaking, Fishing, Biking events

#### Fish and Wildlife Committee Duties (3-year Term)

- Participate at Board of Director Meetings and Annual Meetings.

- Coordinate with DNR and other organizations to improve and preserve habitat. Examples are fish stocking, walleye spawning reefs, Fishstick spawning habitat (including maintenance), water fowl control, etc.
- Applying for necessary permits
- Promote stewardship of the shore through education and demonstration projects
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#### Lake Safety-Maintenance Committee Duties (3-year Term)

- Participate at Board of Director Meetings and Annual Meetings.
- Coordinate placement, removal and storage of lake buoys
- Coordinate Ridges Dock installation and Removal
- Coordinate West Side Launch maintenance including line painting, debris removal, maintain an acceptable launch approach and depth
- Coordinate maintenance, installation and removal of Launch ramp and public beach signs
- Work with Dam Manager (Sevastopol) to maintain fish grates, water gauge, etc.
- Be listed as Point of Contact for CLAA on Wisconsin Lakes Organization website.

#### Water Quality -Vegetation Committee Duties (Undefined Term)

- Purpose is to identify and facilitate opportunities to reduce threats to surface and ground water quality, the wildlife habitat integrity of the lake and surrounding area
- Develop plans to reduce the threats including organizational and individual projects such as Annual Water Quality Report, Well Water Testing, Bulrush Restoration, protection and mapping, Aquatic Invasive Species (AIS), Shoreline Protection Erosion Control
- Maintain WQVC website
- Participate at Board of Director Meetings and Annual Meetings.

#### Executive Committee Duties (Temporary Term renewed annually at last board meeting in Fall – Winter months)

- Consists of four officers and one Board member

- Conduct Business as required during winter months as needed (October thru April)

#### Work Groups Duties (Undefined Term)

- Cooperative Purchasing – Provide a current list of paid members to vendors for group pricing (example – annual propane contract).
- Membership – maintain member database with changes to member contact information, adding new members, deleting members that have left the area. Provide list of new members, members that have left the area, property changes to the President for inclusion in Annual Letter
- Website – Maintain CLAA website, add notices, agendas, meeting minutes, treasurer reports, etc.
- Town monitor – A designated CLAA member(s) that monitors issues raised at town committee or board meetings and notifies CLAA Board if items are considered a potential newsworthy item to inform CLAA members or discuss at CLAA board meetings
- Environmental Issue Monitor – A designated member(s) monitor potential and current environmental issues or threats that occur throughout CLAA watershed, review all permit requests through County Planning Commission, forward said issues to CLAA Board