



WANTED NEW FVLA BOARD MEMBERS!! FVLA IS LOOKING FOR SEVERAL NEW BOARD MEMBERS.

If interested please fill out information below.

Please check appropriate box:

- President Vice President Board Trustee Board Secretary Recording Secretary
 Grant Trustee Marketing Director Compliance & Audit Director Conservation Trustee
 Other Officer: _____ Other Committee Member: _____

Note: Board member terms are for a 2 year period and members may be re-elected. Please visit our website at www.fvlaonline.com or speak with a member of our Board to determine open positions.

VOLUNTEER INFORMATION FOR RUNNING BOARD MEMBERS

Please see general job descriptions for each position on the back page of this document.

- All applicants must be computer literate with email capabilities.
- Must be present & participate at all MAJOR FVLA functions. (Approximately 3 events a year)
- Able to attend monthly board meetings.
- Devote approximately 6 to 10 hours weekly to FVLA. Most volunteer hours are done through email. PC experience is helpful.
- Possess a willingness to learn about non-profit and state requirements.
- Be dedicated to maintaining the lakes, wildlife and recreation within the community.

NON-VICTORY LAKE COMMUNITY PARTICIPANTS

- One of FVLA IRS requirements is to have a board member who lives OUTSIDE the community. Any seasonal member may run as a board member.

If interested in running as a board member please fill out information below.

Send via email to fvlaonline@gmail.com or mail to P.O. Box 1276 Williamstown, NJ 08094. For more information, call (856) 818-FVLA.

NAME:

PHONE

ADDRESS:

EMAIL

SIGNATURE:

Thank you for volunteering for a great cause!

Position	Job Description
President <i>Vice President</i>	It shall be the duties of the President and Vice-President to preside at all meetings of the Association, and of the Board of Trustees, and appoint such committees as they shall deem necessary. They may call a special meeting of the Association at their pleasure and also do so at the written request of three members in good standing. Shall manage the Business development, Neighborhood Watch Program and Grounds Maintenance Team. They shall be ex-officio members of all committees.
Treasurer	It shall be the duty of the Treasurer to receive all monies and to give his receipt thereof, and to deposit the same in a bank or other certified financial institution approved by the Board of Trustees; to pay all bills approved by the Board of Trustees by check, countersigned by approved Board members and/or Trustees on file at bank or financial institution; to send bills for membership dues, to keep a correct account of all monies received and paid in a book provided for that purpose; at all meetings, make a written report showing all receipts and disbursements within the Association; to act as agent for the Association and make any necessary reports required. Upon completion of the Treasurer's term of Office, the Board of Trustees must audit all books.
<i>Board Secretary</i>	Board Secretary It shall be the duty of the Secretary to perform all administrative dues. Insure organization is adhering to all business compliances. Maintain records of membership, and yearly organization calendar. Shall back up Recording secretary if absent. In cases of inability of the Secretary to attend any meetings, he/she shall cause the necessary books and papers to be conveyed to the place of the meeting. Oversees any real estate, property tax or insurance issues. Liaison to website.
Recording Secretary	Recording Secretary It shall be the duty of the Secretary to keep a true record of all proceedings of the Association and of the Board of Trustees in books provided for that purpose, to keep a roll of all members, to have custody of all records reports and communications connected with the meetings. Create fliers and brochures related to meetings, events and sponsorships. Liaison to website.

BOARD OF TRUSTEES:

The Board of Trustees shall have charge of the general management and control of the property of the Association. It shall be their duty to carry out the purpose of the Association according to its By-laws and to make all purchases and sales and negotiate all contracts authorized by the Association; to audit all bills and records of the Association; to keep a correct record of their proceedings, which shall be made known to the body at the next meeting of the Association. The Board of Trustees shall meet at such times as may be directed by the President. All rulings/decisions made by the Board of Trustees shall be a two-thirds (2/3) majority.

Grant Trustee	Grant Trustee shall research, write and file grants for the organization. The focus of grants shall be based upon the future project(s) of the association. Research programs to strength and align our organization. Seek opportunities from local, state and federal entities as well as corporations that provide complimentary business venture that consigns with the organization's mission statement.
Marketing Director	Marketing Director and/or Event Planning Coordinator Trustee shall research new fundraising concepts and execute the projects approved by the Board. Manage, advertise and host events. Liaison to fundraising committee.
Compliance & Audit Director	Compliance & Audit Director shall ensure all non-profit, charitable, gaming and IRS regulations and filings are complete. Prepare yearly operating budget. Create budget requirements for grant and business ventures. Ensures the organization complies within the rules and regulations of its by-laws and all local, state and federal requirements.
Conservation Trustee	Conservation Trustee shall oversee the Educational/Environmental Committee. Explore alternative methods, classes, and projects to improve the wildlife, water and recreation within the community. Research conservation efforts offered through local, state and federal entities.
Other Officers	Other Officers Other Officers may be appointed by the President, with concurrence of the remaining Officers. A Legal Counsel, a Newsletter Editor, Finance/Fundraising Chairperson, Education/Environmental Chairperson, Security Officer, Maintenance Officer or such other assistant Officers as are deemed necessary need not be a member of the Association.