

Long Point Board of Directors

The Long Point Residents' Association (LPRA) is incorporated under the Ontario Not-for-Profit Corporations Act, and its affairs are governed by a Board of Directors. Below is a list of the positions on the LPRA Board, as well as a description of the duties of the specific positions identified.

President

The President position is a one-year term. A former Board member may be specifically recruited for the position, joining the Board as Vice-President or President.

Responsibilities

1. The President acts as Chair of the Board. He/she determines the need for and timing of Board meetings, be they in person or by conference call. In the absence of special needs, meetings are held at Long Point during the "cottage" season.
2. In cooperation with other Directors, the President assigns Director positions and responsibilities for the year.
3. The President is responsible for the accumulation and distribution (primarily electronically) of the "opening season package", including details of programs and events over the season.
4. The President is responsible for visiting new member residents, for the purpose of officially welcoming them to The Point.
5. The President chairs Directors' meetings or appoints a designate.
6. Between meetings, the President liaises with other Directors about programs or special items, as appropriate.
7. The President hosts a cocktail party towards the end of the season, the purpose of which is to recognize and thank members of the Board and significant volunteers.
8. The President prepares and distributes an end of season newsletter.

Vice President

The Vice President serves in this role for the one year preceding his/her one-year term as President.

Responsibilities

The Vice President acts in the President's absence, as requested by the President. When the President is unable to fulfill his/her responsibilities, the Board may request that they be assumed by the Vice President (see President Responsibilities in the previous section).

Past President

For one year after serving as President, this director serves as Past President.

Responsibilities

1. Nomination of Directors to stand for election at the Annual General Meeting, whose terms commence in the next year.
 - Seek nominees in June, and report to the Board
 - Provide slate at the Annual General Meeting, where Directors are elected to serve commencing with the start of the next fiscal year (currently calendar year).
2. Update spreadsheet of serving directors (terms of office).
3. Advise current President and attend Board meetings.

Secretary

One member of the Board serves as Secretary and should have the following skills/attributes:

- Proficient in Microsoft Word, Microsoft Excel, Email applications
- Adept at or adaptable to MailChimp
- Good Listener
- Able to isolate salient points from discussion
- Empowered to clarify decisions during meetings

Responsibilities

1. FOCA – named representative for LPRA membership.
2. Member Directory – maintain/publish annual member directory.
3. Sign at Long Point Entrance – liaise with volunteers who maintain the sign
 - Ensure sign is updated annually
 - Maintain copy of electronic files
4. Communication
 - Maintain unpublished Email distribution list
 - Maintain Board member Email list
 - Maintain account with MailChimp <https://login.mailchimp.com>
 - Username: LPRA
 - Email: crawford3018@rogers.com
 - Password: @Balsam2018
 - Send notices to members via MailChimp (Note: Our free MailChimp subscription allows only notifications without attachments. Any email communications that require an attachment must be sent by regular email.)
5. Meeting Management
 - Prepare (with President's approval) and distribute meeting agendas
 - Email invitations and reminders
 - Create ongoing action list
 - Distribute records to members
 - Store electronic records
6. Record proceedings of Board meetings and Annual General Meetings
 - Tally attendance
 - Summarize discussion
 - Identify actions and decisions
 - Record actions and decisions

- Create action list
- Receive President approval
- Present to next meeting for Board approval

7. Bylaws and Regulations

- Store electronic bylaws file
- Review Ontario Not-for-Profit Corporations Act (ONCA)
- Maintain and store Directors' Handbook (Past Policies Document)

Treasurer

The Long Point Residents' Association is a non-profit organization. It is not a charitable organization and therefore cannot issue a charitable receipt. All monies collected are to be used for, but not limited to, the upkeep and maintenance of our Managed Forest Centre Lands and the LPRA recreational facilities, as well as the safekeeping of cottage properties. Section 5.6 – Role and Responsibilities of the Board of Directors in By-law No. 2, lists the Board of Directors responsibilities to its Members in this regard.

The Officers of the Association consist of the President, Vice-President, Past President, Secretary and Treasurer. Unlike the President, Vice-President and Past President, the Treasurer does not need to be a Director of the Association as defined in Part 5 - Board of Directors, in By-law No. 2. The Treasurer's duties are listed in Section 6.6 – Treasurer, in The Long Point Residents' Association Inc. By-law No. 2, July 11, 2010, as Amended July 10, 2011.

Responsibilities

Section 7.1-Banking, Section 7.2 – Investments and Section 7.3 – Signing Officers of By-Law No. 2, detail other duties and responsibilities that the Treasurer must follow.

The following is a more practical list of some of the current Treasurer's duties on a day to day basis:

1. To ensure all bills, such as the City of Kawartha Lakes tax bill, the LPRA insurance bill, the Long Point winter patrol bill, etc. are paid in a timely manner.
2. To collect LPRA Annual Dues once per year from each cottage owner. These dues are essential to the upkeep and maintenance of Long Point and its assets. By paying Annual Dues, the cottage owner is now entitled to appoint a person to be a Voting Member of the Association. All Membership Dues must be paid in full when due and payable for a Voting Member to be a Member in good standings as stated in Part 3 – Members of the Association of By-law No. 2.

3. To prepare and submit the LPRA corporate tax return, Form T2, by June 30th annually.
4. To ensure the Managed Forest plan is maintained and submitted as required. The treasurer is the signatory for the report as well as the “corporate memory” for the plan. The Managed Forest Plan is prepared by an outside consultant with some input from the LPRA Grounds Committee. The completion of the Managed Forest Plan and the maintenance of our Managed Forest Centre Lands are crucial for a Managed Forest designation and hence a lower taxation rate for this land.
5. To manage and arrange for the Association’s insurance.
6. To manage the monies collected from special events like the annual regatta and golf tournament.
7. To prepare an annual Financial Summary for the year ended December 31. This summary is sent to all Long Point owners before the Annual meeting.
8. To give a brief report at the July LPRA annual meeting of our income, expenses and financial reserves for future needs.
9. To book a winter patrol provider. Currently it is Linda Rae.
10. To report to the board as required.

Government Liaison

One member of the Board is designated as liaison with the government.

Responsibilities

While governments are typically 3 tier, Federal/ Provincial/ Municipal this role is mainly targeted at the Local/ Municipal level.

1. Maintain an open relationship with the current Councillor for the area.
2. Maintain and foster a relationship with the local Public Works Director, and Engineering Director; the local Managers of the two departments, as it relates to the roads, ditches, shared forests etc. (currently David Lemke, and Mike Farquar.
3. Ideally maintain a relationship with the VP of Operations (currently Ron Taylor) to ensure satisfactory outcomes with City work on the Point.
4. Maintain contact and relationship with Local Ontario Hydro office re potential work on the Point.
5. Encourage residents to contact this individual first to communicate problems with situations to avoid numerous requests going to the City with conflicting problems.

6. Maintain contact with local BLCA representatives to ensure we are “heard “ with concerns; and attend their March spring meeting if available.
7. Communicate with Board and Grounds Liaison issues with respect to roads, managed forests etc.

Grounds Liaison

As of 2019, a designated member of the board serves as Grounds Liaison and works with two non-directors who share the Grounds portfolio.

Responsibilities

1. Managed Forest Tax incentive plan (reporting and renewal) - File with the Ministry for our Managed Forest (every 10 years – next due in 2027).
2. Schedule annual grounds cleanup day (June) – coordinate with Tennis Liaison
3. Center Lands
 - Invasive species management - acquiring and dispensing gypsy moth lures, monitoring invading species (i.e. emerald ash borer) and coordinating removal of invasive species like buckthorn, garlic mustard, dog strangling vine
 - Restoration and reforestation
 - Poison ivy control in key areas
4. Liaise with two non-director volunteers who actively handle the following:
 - Facilities (Fred Bate)

sports court, playground, soccer, baseball, outdoor furniture, brush pit (liaison with burn crew led by Lionel Doan), leaf pit (arranging push back of material with Imrie Group), storage and activity sheds
 - Centre Lands and Environment (Jeff Taylor)

trail maintenance, grounds, centre lands, appropriate signage, tennis court and field grass cutting (arrange with Bob Murray)

Regatta Liaison

One member of the Board is designated to liaise with the regatta organizer(s). This individual reports to the Board regarding issues regarding the management of the annual regatta, per the attached duties spreadsheet.

Responsibilities

1. Liaise with regatta organizer(s).
2. Report to the Board.
3. Ensure organizers are in place for next year.

Tennis Liaison

One Director serves as liaison with non-directors who comprise the tennis committee (organizers of tennis events).

Responsibilities

1. Maintenance of Reservation Board and Reservation Tags;
 - Post monthly sign up sheets to clear board at 8.00pm each day, and initial accordingly. Advise of 1 booking per 24 hour period or after use on a given day.
 - Replace lost or new member tags at cost.
2. Each Spring around May 24 and fall after Thanksgiving, organize a team to set-up or remove nets and posts, store in Yoga shed and take reservation tags for safe keeping as necessary.
3. Purchase new squeegees and or push brooms as needed for each court.
4. Liaise with Grounds Liaison to organize spring Tennis Court/ Grounds cleanup day; usually second Saturday in June.
5. Maintain Courts and backboard in clean and safe condition.
6. Post rules as necessary, no bikes, skateboards, non marking shoes etc.
7. Engage a resident to run the various tournaments and clinics;
 - Ladies Hit and Giggle, usually the Thursday immediately preceding the Regatta.

- Youth weekly lessons starting the Monday after Regatta, with youth tournament the following Saturday.
- Adult Mixed Tournament the Saturday following the Youth Tennis Tournament.
- Men's Hit and Grunt, usually the Saturday of Labour Day Weekend.

Website Coordinator

One member of the Board is designated to arrange website services and maintain website content. This individual reports to the Board regarding website-related issues.

Responsibilities

1. Arrange domain registration and web registration.
2. Upload LPRA-related content to the website in coordination with the Board and activity/event convenors and other LPRA members.
3. Working with the secretary, ensure that the online LPRA directory is updated and maintained.

Youth Liaison

One Director serves as liaison between the community, the Board and youth activity organizers and/or instructors.

Responsibilities

1. Coordinator of dates for youth activities to fit into other LP events.
2. Identify and communicate the needs of the community.
3. Source reputable instructors.
4. Be a contact for instructor questions as they arise.
5. Ensure promotion of youth events in newsletters, flyers, emails, website and AGM.
6. Review events annually.