

MLPOA
Proposed By-Law Changes
2020

Dear Members,

Due to staff turnover, the members of the board undertook a redefinition and refinement of the officer positions described in our by-laws.

The organization is involved in diverse activities and undertakings. The board has created a project coordinator position for each of those undertakings. We've proposed coordinators for the Lake Host Program, Education Day, Lake Ecologist,(to include contracting for weed control and water testing),and Information Technology Support. The list of coordinators will be modified, as the need arises, by the board of directors. Coordinators will be appointed by the President and serve a two year term. There will be no limit to the number of terms a coordinator may hold.

On our web site you will find the revised job descriptions of the officers, and the purposed project coordinators. These will comprise the changes to be made to the by-laws.

Please review the material in anticipation of a vote this summer.

We have yet to determine if the vote will be virtual or face to face.

Please be generous when paying your dues.....we may have the milfoil on the run

thank you

Donald Wilson
President, MLPOA

President

The President is an elected position and shall be limited to a two-year term. The President shall have the following duties and responsibilities for MLPOA.

- Provide leadership as the Chief Executive Officer of the Association.
- Schedules, sets the agenda and presides over all MLPOA meetings.
- Casts the tie breaking vote in case of a tie vote at MLPOA meetings.
- Is the official spokesperson of MLPOA and is responsible for preparing and issuing any responses to questions from the media or others.
- Appoints MLPOA Coordinators to terms that will run concurrently with his/her term. Coordinators will be in the following areas: Environmental Control, Lake Host and Education Day.
- Oversees and monitors the performance of other MLPOA officers, directors and standing committees.
- Is an ex-officio member of all MLPOA committees.
- Serves as the liaison for other Town, State or Federal agencies.

Vice President

The Vice President is an elected position and shall have a two-year limit. The Vice President shall have the following responsibilities and duties for the association.

- Assists the President in performing MLPOA activities
- Shall perform the duties of the President in his/her absence.
- Move to the Presidents chair should the position become vacant for the remainder of the President's term or until the next election.
- Performs any administrative duties or assignments that may be delegated by the President.

Treasurer

The Treasurer is an elected position and shall have a two-year term without limits to the number of terms. The Treasurer shall have the following duties and responsibilities for the Association:

- Shall receive and collect all monies due the association from any source.
- Pay all bills and keep records of all disbursements.
- Assists the Lake Ecologist Coordinator in contracting for the milfoil treatment program.
- Make a report of all collections and disbursements at the annual meeting.
- Share the maintenance of the electronic MLPOA membership mailing list in conjunction with the Secretary and IT Coordinator.

Secretary

The Secretary is an elected position and shall have a two-year term without limits to the number of terms. The Secretary shall have the following duties and responsibilities for the Association:

- Preparing and publicizing notifications of meetings.
- Record votes taken at the Annual Meeting
- Keep and publish minutes of all meetings.
- Maintain all official MLPOA correspondence.
- Shares the maintenance of the electronic MLPOA membership mailing list with the Treasurer and IT Coordinator.

Information Technology Coordinator

The Information Technology (IT) Coordinator is an appointed position and shall have a two-year term without limits to the number of terms. It shall have the following duties and responsibilities for the Association:

- Maintaining and monitoring the official MLPOA website and Face Book page.
- Shares the maintenance of the electronic MLPOA mailing lists for all members of the Association with the Treasurer and Secretary.
- Administer the network and data security, including virus protection and email security.
- Evaluates hardware and software equipment in order to optimize all technology resources.
- Mentors and provides Technical Support to MLPOA Officers and Directors who are authorized to use the website.

Lake Host Coordinator

The Lake Host Coordinator is an appointed position and shall have a two-year term without limits to the number of terms. The Lake Host Coordinator shall have the following duties and responsibilities for the Association:

- Coordinates with NH Lakes to secure grant funding for the Lake Host program and ensures that all program requirements are fulfilled.
- Responsible for the recruitment, interviewing, scheduling and hiring Lake Host Inspectors for Lake Monomonac.
- Ensures appropriate training is provided for Lake Host inspectors before being assigned to the boat launch area.
- Communicates with NH Lakes to discuss any performance problems of the Lake Host inspectors.
- Supplies inspectors with supplies required to perform their duties.
- Prepares staffing schedules and shares information with inspectors and NH Lakes.
- Collects time sheets for inspectors and submits other program records, including the Final Report Survey.
- Publicize the Lake Host program in local media.

Lake Ecologist Coordinator

The Lake Ecologist Coordinator (LEC) is an appointed position and shall have a two-year term without limits to the number of terms. The Lake Ecologist Coordinator shall have the following duties and responsibilities for the Association:

- Works with the Treasurer to prepare and submit applications to the state for grant monies to support the control of variable milfoil in Lake Monomonac.
- Engages the services of a lake service contractor for the application of herbicides to control milfoil and assists them with any contractual requirements including but not limited to shoreline posting in the areas that will receive the herbicide treatment, in accordance with Special Permit conditions. The MLOPA Treasurer will assist in this effort.
- Participate in the survey of Lake Monomonac, conducted by the contractor, and in coordination with NHDES and the Special Permit conditions, to determine the areas to receive herbicide treatment. Participate in the post application survey, in accordance with Special Permit conditions. Provides the contractor with a list of the shoreline abutters that are adjacent to treatment areas.
- Manages the Volunteer Lake Assessment Program (VLAP) which is a cooperative effort between NH Department of Environmental Service and lake associations to assess water quality of our lake.
- Schedules trained VLAP volunteers to collect water samples once a month in June, July and August and transport the samples to NHDES facilities in Concord, NH for analysis and recording in the NHDES database.
- Reports the results of water tests at the annual meeting.

Education Day Coordinator

The Education Day Coordinator is an appointed position and shall have a two-year term without limits to the number of terms. The Education Day Coordinator shall have the following duties and responsibilities for the Association:

- Coordinates with the 5th grade teachers at both Rindge Memorial Elementary School and Winchendon Toy Town Elementary School.
- Coordinates with the Director of the Rindge Acres Beach Association to use their private beach on Swan Point Road as a meeting and take off point.
- Obtains the required number of captains with their pontoon boats based on number of students expected to attend. Eight students per boat is the assumed load
- Ensures appropriate information and training is provided to the volunteer boat captains including the required number of life jackets.
- Coordinates the purchase and delivery of a case of bottled water for the day along with coffee and donuts in the morning and pizza in the afternoon.
- Supervises the cleanup of the beach area at the end of the day.
- Publicize the Education Day program on the MLPOA web site and in local media.