

# Ril Lake Association

## MANDATE



### SECTION 1 – OVERVIEW

#### 1.01 Overview

The Ril Lake Association (RLA), a not-for-profit group of property owners on Ril Lake, aims to foster a strong sense of community to promote environmental conservation and provide a common voice in discussions with local governments.

### SECTION 2 – EXECUTIVE

#### 2.01 Officers

Executive positions comprise President, Vice-President, Past-President, Treasurer, Communications and Environmental/Municipal Liaison<sup>1</sup>, and Road Ambassadors<sup>2</sup>. Executive member duties are outlined in the schedule section of this document.

#### 2.02 Role

All Executive members are to fulfill the role of representing RLA as a unified voice.

#### 2.03 Meetings

The Executive will generally meet two (2) times a year: spring and fall.

#### 2.04 Elections

Election of Executive members, with the exception of Road Ambassadors, will occur every two years (on even-numbered calendar years) with a vote of members present to be held at the Annual General Meeting (AGM).

#### 2.06 Quorum

The Executive will operate on a consensus basis. A minimum quorum of 4 out of 5 officers is required. If all efforts have been exhausted to reach consensus on a particular issue, it is at the discretion of the President to determine if the matter will proceed at that time by vote or if the matter will be deferred. If a vote is taken, it will be a simple majority vote, of those voting members present at the meeting.

#### 2.07 Subcommittees

Subcommittees may be struck if requested by the membership and shall be vetted through the Executive.

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<sup>1</sup> Executive position titles are subject to change at the Executive's discretion.

<sup>2</sup> Road Ambassadors, while being non-voting members of the Executive, will be included in most meeting discussions.

## **SECTION 3 – ANNUAL GENERAL MEETING**

### **3.01 Annual General Meeting**

The Annual General Meeting (AGM) is an open meeting to be held once a year. Purpose is to provide executive updates, promote community engagement, and receive feedback from all lake residents. The Treasurer shall prepare and present an annual public financial report at the AGM in order to uphold a respectful level of transparency and accountability. A copy of the report may be requested by individual association members.

## **SECTION 4 – MEMBERSHIP**

### **4.01 Membership Dues**

Membership dues will be collected annually and used at the discretion of the Executive to uphold the RLA mandate and key principles.

### **4.02 Membership Cost**

Membership dues are set at \$30.00 and may be subject to change at the discretion of the Executive.

### **4.03 Membership Term**

Memberships are valid for one (1) calendar year.

## **SECTION 5 – KEY PRINCIPLES**

### **5.01 Key Principles**

Continue to foster and build a sense of community with special attention to outreach work undertaken by Road Ambassadors.

Remain accountable to the RLA members by acting respectfully, responsibly, and functioning as a common voice in discussions with local governments.

Deliver pertinent educational information and materials to RLA members by remaining active members of the Federation of Ontario Cottagers' Association (FOCA).

Continue to sponsor and organize local events that promote community engagement, involvement, and local environmental initiatives.

Enhance communication through the use of; emails, surveys, social media, website, and newsletters by ensuring RLA sponsored events, environmental initiatives, and related news are shared with the Ril Lake community.

Take measures to promote, protect, preserve, and sustain the health of the lake and surrounding environment, while acknowledging the effects of climate change and human impact.

Maintain a holistic and relational understanding of environmental sustainability in which community efforts will extend to the preservation of pure water, fresh air, wildlife, and natural habitats.

## **SCHEDULES**

### **Schedule A – Position Description of the President**

The President shall serve as spokesperson, prepare meeting agendas, call and manage meetings, and enforce ground rules. As needed, the President may delegate responsibilities to other members of the Executive.

It is expected that in the ordinary course the President will agree to serve as Past-President following the completion of the term of office of the incumbent.

### **Schedule B – Position Description of the Vice-President**

The Vice-President shall assume President duties when the President is unable to perform them.

The Vice-President will assist with Presidential duties as requested by the President.

The Vice-President will be responsible for overseeing the Road Ambassadors.

It is expected that in the ordinary course the Vice-President will agree to serve as President following the completion of the term of office of the incumbent.

### **Schedule C – Position Description of the Past-President**

The Past-President shall provide continuity and support to the new President during transition of Executive leadership. If the President and Vice-President are unavailable to chair a meeting, the Past-President will chair the meeting.

### **Schedule D – Position Description of the Treasurer**

The Treasurer is responsible for the Association's finances. The Treasurer shall prepare a year-end report to be presented at the AGM.

The Treasurer shall maintain a record of annual membership due payments.

### **Schedule E – Position Description of the Communications and Environmental/Municipal Liaison**

The Communications and Environmental/Municipal Liaison is responsible for Association external communications, maintaining the Association's website, social media posts, and meeting summaries.

The Communications and Environmental/Municipal Liaison will be the contact point for the Association with the Township of Lake of Bays and the District Municipality of Muskoka.

### **Schedule F – Position Description of the Road Ambassador**

Road Ambassadors fulfill the role of promoting and encouraging RLA participation through community engagement, outreach, and the collection of membership dues if needed. Road Ambassadors are non-voting members of the Executive.