



EXECUTIVE DIRECTOR

Duties and Responsibilities

Three Lakes Association's (TLA) Executive Director, as an independent contractor, is expected to assure the knowledgeable and consistent management of TLA's activities. To that end, the Executive Director advises the officers and directors in the formulation of policies, coordinates their implementation of strategic plans with the appropriate officers and committee chairs, and provides an informed liaison for TLA's public affairs. The Executive Director also keeps the TLA Board abreast of significant legal, environmental, governmental, and social developments affecting or likely to affect water quality, and maintains a professional presence among groups of importance to TLA's mission, including governmental, other non-governmental organizations & lake associations, and academic organizations.

Duties & Responsibilities of TLA's Executive Director include but are not limited to the following:

- 1) Attends meetings of the Board of Directors, and meetings of the General Membership and, on request, meetings of TLA committees.
- 2) Advises TLA officers and Directors regarding the execution of the organization's policies and programs, including communication with Committee Chairpersons in a timely fashion on any matters requiring their attention.
- 3) Watches for and monitors possible environmental threats to water quality in TLA's primary areas of concern, recommends appropriate responses to the threats, and assists in the implementing of adopted action plans, such as responding to proposed DEQ permit applications within the watershed of Bellaire, Clam, and Torch Lakes.
- 4) Coordinates the preparation, printing, and distribution of TLA's Quarterly Newsletter, promotional & educational materials, and reports as necessary to record & highlight TLA's annual accomplishments. This includes the writing and/or editing of articles and press releases, and overseeing the information on TLA's Website and other electronic media.
- 5) Coordinates with officers, committee chairpersons, and the administrative assistant to manage the maintenance and location of files and supplies.

- 6) Offers managerial and physical assistance to TLA's Directors and Committee chairpersons that will facilitate the accomplishment of the tasks they have accepted including...
- ✓ Water quality sampling programs, including the Cooperative Lakes Monitoring Program
 - ✓ Maintenance & storage of the organization's equipment.
 - ✓ Summer internship program, and water safety program
 - ✓ Joint education events, and Education Outreach Program
 - ✓ Preparation of grant applications and administration of awarded grant funds.
 - ✓ Administration of programs to manage invasive species, such as a boat washing program.
- 7) Tracks the implementation and application of motions and resolutions approved by the Board of Directors. *The Executive Director is not a voting member of the TLA Board of Directors.*