

DSROA Board of Directors – Position Description

TREASURER

The Treasurer is responsible for Association funds and will be responsible for keeping full and accurate accounts of all receipts and disbursements, and will be responsible for the deposit of all monies and other valuable effects in the name and to the credit of the Association in such depositories as designated by the Board.

Non-negotiable duties (required duties of the Treasurer as outlined in the Bylaws):

Manage Funds
Maintain Accounts

Duties required of the Board as outlined in the DSR Bylaws but not therein attributed to this board position (Potentially negotiable):

Provide Insurance
Limit indebtedness of the Association to \$30,000 unless approved by a majority vote of DSROA members.
Ensure taxes are paid
Distribute Financial Report at each board meeting

Duties not specified in DSROA Bylaws:

Prepare Annual Budget
Manage the bid process for contractors and other purchases where bids are prudent
Participate in the budget process; maintain and report on budget items related to this position and any assigned duties.

Additional duties that may be assigned upon acceptance of the position based on ability and willingness:

Fire Protection – Liaise with County Fire and members regarding fire hazards and protection

Hunting and Wildlife – Liaise with DNR on matters related to hunts on and near DSR. Represent the interests of wildlife on the ranch.

Web Development – Work with volunteers, board members, and outside contractors to develop and maintain the new website. To oversee and support Social Media Relations (including DSROA Facebook page)

Management Company Liaison – Liaise with the Ranch Manager to ensure the goals and objectives of the board are known and are followed in determining/directing projects. To report to the board on the progress, activities, and concerns of the Management Company and to act as their representative when absent from board meetings.

Public Safety and Security – Oversee matters of safety on the roads, on Association property, and to communicate with the board about issues of public safety that may arise.

Gravel Pit Management – Ensure the DSR Gravel Pit is a safe and secure work area and that it is accessible to members and their agents who have paid for and have the capability of loading, crushing, screening and/or transporting purchased gravel.

Fishing Ponds – Oversee management of the ponds including access, docks, stocking, and abating overgrowth.

Wildlife – Represent DSROA in matters related to hunting activities and licenses on the ranch.