

Lake Lucerne Club Company  
Board of Trustees Job Description

**Position:** President

**Term:** One Year

**Qualifications:** Must be a lot owner in good standing. Should exhibit leadership qualities and negotiating skills, and be able to manage a diverse group of board members.

**Job Duties:**

From Living in Lake Lucerne, 400 Regulations, Article VI:

“The president shall preside at all meetings of The Club Company and of the Board of Trustees. He shall, with the secretary, sign all written contracts and obligations of the company; he may, in the absence or disability of the treasurer, sign or endorse checks and drafts. He shall be, ex-officio, a member of all committees except the nominating committee. He shall have such usual powers of supervision and management as may pertain to the office of president and perform such other duties as may be designated by the Board.”

1. Meeting Management
  - a. Manages the agenda & conducts Board meetings as well as Annual resident meeting
2. Dues Management
  - a. Manages communications to residents who have not responded to requests for outstanding payments of dues
  - b. Implements actions as appropriate to enforce payment of dues, as outlined in Living in Lake Lucerne, Article VI, Section 4.