

**Freedom Pond Cooperative, Inc.**  
**45 Vaillancourt Drive**  
**New Ipswich, NH 03071**  
website: [www.freedompond.org](http://www.freedompond.org)

## **Duties of the President**

February 13, 2017

### **7.3 President**

The President shall serve as chair and preside at all meetings of the Directors and Membership. He or she shall be responsible for general day-to-day administration according to the authority granted by the Board and the Membership. The President shall perform such duties prescribed by the Board or as necessary to accomplish the directives of the Board of Directors

#### **Practical Responsibilities and Duties:**

- Willingness and ability to devote the required time to Cooperative governance, in addition to attendance at monthly Board meetings
- Working familiarity with Co-op Bylaws, Rules, Policies and Procedures
- Abide by accepted standards of confidentiality
- Maintains yearly BOD Calendar, insures all tasks are completed effectively & on schedule
- Reviews Monthly Financial Reports
- Sets Meeting agenda in coordination with other BOD members
- Insures agenda and proper notice is posted for all Meetings
- Preside at all meetings, keeping them on track and on focus
- Reports on activities at each BOD meeting
- Participates in formulation of Annual Budget and 20-year CIP
- The President may delegate some of these duties to the Vice President or other BOD Members as appropriate

#### **Required Qualities:**

- Willingness to work cooperatively with others to achieve common goals
- Willingness to take on new responsibilities and to learn new skills
- Ability to complete tasks as assigned and on time
- Basic computer skills; email, internet searches, MS Word, etc. and internet access are required

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## **Duties of the Treasurer**

February 12, 2018

### 7.6 Treasurer

The Treasurer shall Chair the Finance Committee and have charge of all the funds of the Cooperative and shall be responsible for all disbursements and collections. The Treasurer shall be responsible for maintaining all financial records of the Cooperative including previous fiscal years; financial reports, bank statements and returned checks, invoices, records and any and all other financial records. As a standard fiscal control, a Member of the Cooperative other than the Treasurer shall reconcile the Cooperative accounts each month. The Treasurer shall be responsible for having the books prepared for examination. The Treasurer may delegate any tasks to any Member of the Finance Committee or a contracted agent of the Cooperative.

#### **Practical Responsibilities and Duties:**

- Willingness and ability to devote the required time to Cooperative governance, in addition to attendance at monthly Board meetings
- Working familiarity with Co-op Bylaws, Rules, Policies & Procedures and/ or a committed interest to learning
- Abide by accepted standards of confidentiality
- Monthly
  - Reconciles accounts with Bank Statements and Bookkeeper Reports
  - Reviews Financial Reports each month, reports variances to BOD and corrects with Bookkeeper
  - Reports on the Co-op's financial status at the monthly B.O.D. and the Annual Membership meetings according to approved format
  - Rents – makes deposits, tracks the status of all rents and issues rent notices as appropriate
- Membership – maintains Membership accounts in coordination with bookkeeper; issues notices to Members as necessary
- Payments – disburses funds according to Co-op's **Money Management Policy**
- Check Ledger – maintains an accurate and current checking ledger for the Operating Account
- Bookkeeper – interfaces with Bookkeeper, acts as primary liaison and provides all necessary information
- Finance Committee – chairs the committee, which meets at a minimum quarterly
- S.O.S. – files the annual Secretary of State report each January
- Taxes – interfaces with Co-op's bookkeeper, tax preparer and/ or CPA to insure income tax filing and the annual review are completed on schedule
- Participates in formulation of Annual Budget and 20-year CIP
- The Treasurer may designate some of these duties to members of the Finance Committee as appropriate

#### **Required Qualities:**

- Willingness to work cooperatively with others to achieve common goals
- Willingness to take on new responsibilities and to learn new skills
- Ability to complete tasks as assigned and on time
- Basic computer skills; email, internet searches, MS Word, Excel, etc. and internet access are required

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## **Duties of the Secretary**

February 12, 2018

### **7.5 Secretary**

The Secretary shall keep the records of the Cooperative and these Bylaws. Amendments to these Bylaws shall be typed, noted, dated and maintained with these Bylaws, and copies distributed to the Membership. He or she shall keep a true record of the proceedings of all meetings of the Directors and Members. If the Secretary is absent from any such meetings, the chair may request that some person act as a recording secretary to take the minutes. The Secretary shall also be responsible for posting meeting notices, typing correspondence and maintaining and updating Membership and resident lists. The signature of the Secretary, or acting secretary, on minutes and actions of the Board shall serve as evidence of their authenticity. The Secretary may delegate any of these tasks to a contracted agent of the Cooperative.

#### **Practical Responsibilities and Duties:**

- Willingness and ability to devote the required time to Cooperative governance, in addition to attendance at monthly Board meetings
- Working familiarity with Co-op Bylaws, Rules, Policies & Procedures and/ or a committed interest to learning
- Abide by accepted standards of confidentiality
- Assists with maintenance of yearly BOD Calendar
- Insures agenda and proper notice is posted for all Meetings
- Types, posts and/ or distributes other Membership Notices as required
- Reviews Monthly Financial Reports
- Reports on activities at each BOD meeting
- Faithfully records all Meeting Minutes according to prescribed format
- Checks mail and distributes to appropriate BOD Member, maintains required correspondence
- Maintains all Cooperative documents, provides these to Membership and 3<sup>rd</sup> parties as necessary
- Participates in formulation of Annual Budget and 20-year CIP
- The Secretary may delegate some of these duties to other Cooperative Members as appropriate

#### **Required Qualities:**

- Willingness to work cooperatively with others to achieve common goals
- Willingness to take on new responsibilities and to learn new skills
- Ability to complete tasks as assigned and on time
- Basic computer skills; email, internet searches, MS Word, etc. Good typing skills and internet access are required