

## **Policy for Duties and Responsibilities Treasure Lake RV Club Board of Directors**

1. The business and affairs of Treasure Lake RV Club are managed by its Board of Directors, (BOD), all who shall be voting members and in good standing of the Club.
2. The BOD exercises all power for the Club, including establishment of the Rules and Regulations for fair operation of the Club for the benefit of all owners, except such that are as by statute, charters or are specifically preserved by the voting membership. (in reference to Bylaws Article X)
3. The BOD employs the General Manager, who is responsible for the day-to-day operation of the Club. The General Manager is responsible for personnel employment, terminations, discipline, promotions, realignment of job responsibilities and pay increases.
4. Directors will not involve themselves in the day to day operations of the Club (e.g. directing workers on their job duties, spending extended time periods in the office, using the Club's computer system, having access to password and/or files or keys/codes to offices). However, any BOD member will have access to necessary offices, computer systems and personnel files needed to complete an assigned task.
5. The day, date, and time of the regular board meetings are set by the BOD and can change upon approval of the majority of the BOD. The Board has the option to hold meetings. Special meetings of the Board may be called with a prior notification of the present or any drafter. Notification can be delivered by mail, verbally, phone, or email. From time to time meetings with the membership may be authorized by the President or the Board majority. (Bylaws Article V. Paragraph 9.)
6. Directors at all time, will act in the best interest of the Club. Directors will be held to a code of conduct as defined by the Missouri Revised Statutes Chapter 355.

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7. Directors are expected to rely on reports of accountants and advice of legal counsel, within reasonable limits. Accountants and Legal Counsel are employed to work for the Club and it is the responsibility of the BOD to have the ability to question and analyze provided reports or delegate accordingly.
8. Board of Directors shall adhere to conduct standards as stated in Revised Missouri Statutes 355.
9. Directors will be required to be responsible for one or more committees/teams as assigned by the President or Vice President of the Board. Directors will take the lead of the assigned committees/teams. As defined in Article VIII.
10. Directors will be required to wear name badges at all times while attending official functions on and off the park.
11. All newly elected directors are required to attend a New Board Member Orientation, regardless of past experience serving on the Club's BOD. The new BOD orientation will be the responsibility of current President and Vice President of the current Club.