

Duties of Serving on the Lake Entiat Lodge Associated Board

As a potential applicant to voluntarily serve as a Board member for Lake Entiat Lodge Associated I agree to:

- Know the documents that govern our non-profit corporation.
 - This includes the Articles of Incorporation, Covenants, Conditions and Restrictions, the bylaws of the association, and the rules and regulations. These documents can be found on the Sun Cove website or are available at the clubhouse office for viewing. The law charges directors with knowledge of these documents and they are often a key resource on Board discussion and analysis of issues.
- Plan to attend and participate at all board meetings.
 - This is perhaps the most important element in discharging your duty of care to the association. You will receive written notice of all meetings. Meetings are generally held at the Clubhouse at Sun Cove or a location in the Seattle area. Although our bylaws do permit attendance by teleconference, we strongly urge you to attend in person, if at all possible. If you are not able to attend a particular meeting, please let us know. Proxies cannot be used at the board meetings, so we need at least four of the seven directors to be personally present or attending by telephone, in order to achieve a quorum and conduct the meeting.
- Know and understand the matters on the agenda.
 - The law imposes on directors of non-profit associations a standard of care similar to that of directors for a for-profit corporation, and you have both a duty of care and a duty of loyalty in your role as a director. You can generally rely on reports from committees of the association or from retained professionals. You must always exercise your independent judgment. Don't be afraid to speak out on any issue.
- Act always in good faith and make sure the decisions I make are in the best interest of the Association.
 - You are all elected by the members, and you owe your duty of care and loyalty to them. It is important that you involve yourself in decisions made for the good of the community and respect the timeliness of project deadlines. Also, if you have a conflict of interest, make sure it is disclosed to the Board in advance of discussion on an issue. Remember, a conflict of interest occurs when you or a family member has a material personal interest in the outcome of a vote.
- Keep confidential what is discussed in board meetings to protect both the association and the Board.
 - You can only disclose what is agreed to by the Board or what is a matter of public record is. For example, sometimes our members become delinquent in dues and assessments, but any discussions of their names and delinquencies outside the Board meeting is inappropriate.
- Become familiar with the legal reporting requirements of a non-profit corporation in our state.
 - Every director is individually liable for our compliance with this law. Under state law, failure to follow these requirements, as well as failure to file an annual report, could call our legal existence into question, and in an extreme case make us each personally liable for the obligations of the association.
- Participate within and/or chair a committee.
 - We have six outstanding committees on the Board: Architectural Review Committee, Personnel, Facilities/Maintenance and Operations, Communications, Capital Improvement & Long Term Planning, Social, Rules and CC&Rs. Your participation within the committees is important. Upon election to the Board you will be assigned to a standing committee. The committee chairs give reports at each Board and association meeting and otherwise, as requested by the Board president.

I understand that this list is not all inclusive of the duties and responsibilities of a Board member. If I am elected to serve on the board I understand that I will have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I will act responsibly and prudently as its steward if elected.

Name: _____ Signature: _____

Board of Director's – Candidate Application – 2017
(use additional sheet if more space is required to complete the questions)

1. What is your motivation for running for the Board of Directors?
2. What do you consider to be the primary functions of the Board of Directors?
3. Have you ever served as a member of the board of directors? Where, when and for what organizations?
4. What personal characteristics do you possess that will enhance the make-up of the Board?
5. Have you served on any Association committees? Please explain.
6. Please provide a BIO of 100 words or less suitable for production.

Return signed copy to: Jeri Fifer, 250 W Beach Drive WA 98843 or jeri@suncove.net