



Manitoba Association of Cottage Owners Inc.

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Forming A Cottage Association

FORMING A COTTAGE ASSOCIATION

A Cottage Association is a means of bringing together cottage owners into a central unit so that as a team then can co-ordinate the development of their area, advance common interests, problems, concerns, and to safeguard the security of the members of the Association as a whole. Every attempt should be made to enroll all cottagers in the area in the Association. If the numbers are too small to make forming an Association possible then adjacent cottagers could be contacted to see if they would be interested in joining forces.

FIRST MEETING:

Have as many potential members attend as possible. This instills pride in being a founding member. Attendance numbers can be improved by advertising in advance (notices placed on poles, at local businesses frequented by cottagers, telephone committee, word of mouth and local newspaper).

The initiating member can chair this first meeting.

At this meeting, you must:

- a. Establish consensus on the purpose/aims of the Association (taxes, municipal apathy, etc.)
- b. Decide on a name for the Association,
- c. Elect officers to the executive – should be minimum of three, can be more depending on the size of your Association,
- d. Appoint a Committee to develop a Constitution,
- e. Establish rules of order for meetings (i.e. Robert's or locally adopted procedures)
- f. Decide on dates for the annual general meeting and year end wrap-up meeting if so desired (should include executive meetings),
- g. Establish amount for membership fees and a renewal deadline.
- h. Discuss registering the Association name with Consumer and Corporate Affairs, 1010 – 405 Broadway Avenue, Winnipeg, Manitoba, R3C 3L6. There is a cost involved and an annual reporting requirement

EXECUTIVE POSITIONS & RESPONSIBILITIES:

The Executive should consist of the following three (four) positions:

President:

Chairs all meetings

Responsible to general membership

Provides direction re: aims, projects & programs for the Association.

Vice President (if so desired or required due to size of Association)

Assists President in all matters

Is familiar with all aspects of Association

Chairs meetings in absence of President

Normally advances to position of President

Responsible to President

Secretary:

Responsible for maintaining all files and correspondence of the Association.

Responsible for recording the minutes of the annual general meeting, fall wrap-up meeting and all executive meetings.

Responsible for maintaining member list (including name, address, postal code & telephone number

Responsible to the President

Treasurer:

Responsible for collecting and recording all monies (fees, etc) due to and payable by the Association

Responsible for safeguarding all monies & securities held in the name of the Association

Responsible for preparing and presenting a full financial report detailing all financial dealings of the Association and the current standing at the annual meeting, fall wrap-up meeting, and at Executive meetings.

Responsible to the President

Elections

The duration if the terms of office for the Executive should be included in the Constitution and should detail when elections are held. In most cases elections are held at the annual general meeting, which is normally held in the spring.

Committees

The following committees should be considered depending on the requirements of the Association:

Social: (Should consist of a Chairman and members as required)

Responsible for association fund raising activities

Responsible for all social activities of the Association (social evenings, corn roasts, family days, etc.)

Responsible for sending flowers/fruit baskets to Associations members in time of illness or death (depends on the financial situation of the Association)

Responsible to the executive.

Beach: (Should consist of a Chairman and members as required - only necessary if the Association has a beach area)

Responsible for maintaining cleanliness of the beach area,

Responsible for organizing work parties for beach improvements

Responsible to the Executive.

Dock: (Should consist of a Chairman and members as required - only required if the Associations has a common dock area)

Responsible for maintaining the Dock area,

Responsible for ensuring that the dock area complies with all safety regulations,

Arranging work parties to remove the docks in the fall and installation in the spring

Responsible to the Executive.

Nominating

Prior to the completion of the year's activities a Nominating Committee must be established to facilitate elections for the ensuing year. If a fall wrap-up meeting is held this committee should be struck at that time and should consist of the following:

Current President

Past President

Member at large