

DUTIES OF THE CHAIRMAN

THE CHAIRMAN SHALL:

1. PRESIDE AT ALL BOARD MEETINGS
2. APPOINT COMMITTEES WHEN NECESSARY.
3. VOTE ON ALL MATTERS SUBMITTED FOR A VOTE OF THE BOARD OF TRUSTEES.
4. PERFORM DUTIES AS OUTLINED IN THE BYLAWS (ART. II, III, IV, AND V).
5. OVERSEE AND SUPERVISE THE DAY-TO-DAY OPERATIONS OF THE DISTRICT.
6. SUPERVISE THROUGH THE OFFICE MANAGER ALL OFFICE PERSONNEL THAT ARE EMPLOYED BY THE DISTRICT.

DUTIES OF THE 1ST VICE CHAIRMAN

THE 1ST VICE CHAIRMAN:

1. SHALL ASSIST THE CHAIRMAN AND IN THE ABSENCE OF THE CHAIRMAN, SHALL PRESIDE AT ANY MEETING.

DUTIES OF THE 2ND VICE CHAIRMAN

THE 2ND VICE CHAIRMAN:

1. SHALL ASSIST THE CHAIRMAN AND, IN THE ABSENCE OF THE CHAIRMAN AND 1ST VICE CHAIRMAN, SHALL PRESIDE AT ANY MEETING.

**TRAILER ESTATES PARK & RECREATION DISTRICT
TRUSTEE DUTIES**

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DUTIES OF THE SECRETARY

THE SECRETARY SHALL:

1. KEEP THE MINUTES OF BOARD MEETINGS (Art. VI of Bylaws) AND MAINTAIN A FILE OF BOTH THE TYPED MINUTES AND AUDIO RECORDINGS.
2. REVIEW AND ANSWER ALL COMMUNICATIONS PERTAINING TO THE DISTRICT (Art. VI of Bylaws).
3. KEEP THE CHAIRMAN AND COMMITTEE CHAIRMAN INFORMED OF MATTERS REQUIRING THEIR ATTENTION (Art. VI of Bylaws).
4. POST CURRENT MINUTES ON DISTRICT BULLETIN BOARDS (Art. VI of Bylaws).
5. MAINTAIN IN THE DISTRICT OFFICE A ONE-VOLUME COMPLETE AND CURRENT SET OF RULES AND REGULATIONS (Art. VI of Bylaws).
6. KEEP THE MINUTES OF BOARD WORKSHOPS AND MAINTAIN A FILE OF BOTH THE TYPED MINUTES AND AUDIO RECORDINGS (3/18/2002 Board Motion).
7. ARRANGE FOR THE PRINTING OF A PARK DIRECTORY AS OFTEN AS REQUESTED BY THE BOARD.
8. OVERSEE THE PUBLISHING OF THE TRAILER ESTATES TRIBUNE.
9. OVERSEE THE MAINTENANCE OF A FILE OF ALL CORRESPONDENCE RECEIVED BY THE BOARD.
10. BE RESPONSIBLE FOR ALL BULLETIN BOARDS INCLUDING REGULAR POLICING AND CLEARING OFF OLD MATERIAL AT THE END OF THE MONTH.
11. SCHEDULE YEARLY ACTIVITIES AS PER THE FOLLOWING (Sect. I, Rules Governing Use of Facilities, Page 3, Rules and Regulations):
 - EACH YEAR PRIOR TO APRIL 1, RECEIVE SCHEDULES FROM CLUBS AND ORGANIZATIONS.
 - SCHEDULE, AFTER CONSULTATION WITH RECREATION TRUSTEES, ALL PROGRAMS INCLUDING CLUB, PARK, STATE, AND AREA PARTIES.
12. ARRANGE FOR SEATING AND EQUIPMENT FOR EACH EVENT SEVEN (7) DAYS IN ADVANCE, AND IF NEEDED, MAKE APPROPRIATE CHANGES (Sect. IV, Rules Governing Use of Facilities, Page 3, Rules and Regulations).
13. OVERSEE THE PUBLICATION OF ALL NOTICES FOR THE DISTRICT IN A NEWSPAPER RECOGNIZED BY THE GENERAL POPULATION AS AN OFFICIAL PUBLICATION----
 - a) YEARLY MEETING SCHEDULES,
 - b) BUDGET MEETINGS, AND
 - c) ANY OTHER REQUIRED NOTICES OR PUBLICATIONS.

**TRAILER ESTATES PARK & RECREATION DISTRICT
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DUTIES OF THE TREASURER

THE TREASURER SHALL:

1. KEEP ACCURATE RECORDS (Art. VI of Bylaws).
2. MAKE DISBURSEMENTS AS DIRECTED BY THE BOARD (Art. VI of Bylaws).
3. ANNUALLY PREPARE A DISTRICT BUDGET AS REQUIRED BY LAW (Art. VI of Bylaws).
4. HAVE THE BOOKS AUDITED ANNUALLY OR AT THE REQUEST OF THE BOARD (Art. VI of Bylaws).
5. DEPOSIT ALL FUNDS TRANSFERRED FROM THE DISTRICT OFFICE.
6. SIGN CHECKS FOR THE DISBURSEMENTS OF FUNDS.
7. PRESENT MONTHLY FINANCIAL REPORT.
8. PRESENT BILLS FOR APPROVAL.
9. ANNUALLY REQUEST BLANKET APPROVAL FOR PAYMENT OF NORMAL EXPENSES.
10. PREPARE LEGAL NOTICES RELATED TO THE BUDGET AS REQUIRED BY THE CHARTER AND SUBMIT FOR PUBLICATION.
11. RESPOND TO ALL FINANCIAL INFORMATION REQUESTS REQUIRED BY COUNTY AND STATE LAW.
12. SUPERVISE AND ARRANGE FOR PARK ELECTIONS AND REFERENDUMS.
13. CONDUCT ANNUAL REVIEW OF STAFF SALARY AND BENEFITS. MAKE RECOMMENDATIONS TO THE BOARD REGARDING ANNUAL INCREASES, BENEFIT CHANGES, AND BONUSES.
14. CONDUCT ANNUAL REVIEW OF POLICIES: PERSONNEL, DRUG FREE WORKPLACE, AND INSURANCE.
15. OVERSEE AND ARRANGE FOR LEASE AGREEMENTS FOR DISTRICT FACILITIES (POST OFFICE, MARINA BUILDING, CHURCH FACILITIES, COUNTY STORAGE LOT, ETC.) AND SERVICES (REFUSE SERVICE, TELEVISION SERVICE, ETC).

TRAILER ESTATES PARK & RECREATION DISTRICT TRUSTEE DUTIES

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DUTIES OF THE MAINTENANCE TRUSTEE

THE MAINTENANCE TRUSTEE SHALL:

1. OVERSEE THE REPAIR, MAINTENANCE, AND SECURITY OF ALL BUILDINGS, GROUNDS, EQUIPMENT AND TOOLS OWNED OR MANAGED BY TRAILER ESTATES PARK & RECREATION DISTRICT.
2. SUPERVISE WITH THE MAINTENANCE FOREMAN ALL PERSONNEL THAT ARE EMPLOYED BY THE DISTRICT TO MAINTAIN, REPAIR OR CLEAN THE REAL AND PERSONAL PROPERTY OWNED OR MANAGED BY THE DISTRICT. SUPERVISE AND OVERSEE ALL MATTERS REGARDING:
 - a. EMPLOYMENT
 - b. PERFORMANCE EVALUATION(S)
 - c. DISCIPLINARY ACTION(S)
 - d. TERMINATION
3. APPROVE PURCHASE ORDERS FOR SUPPLIES, EQUIPMENT AND TOOLS USED IN THE DAY TO DAY OPERATION OF THE DISTRICT'S FACILITIES.
4. WITH THE FOREMAN SECURE AND REVIEW AT LEAST THREE BIDS FOR ALL PURCHASES OVER \$ 1500.00 RELATED TO MAINTENANCE AND PRESENT TO THE BOARD OF TRUSTEES.
5. WITH THE FOREMAN SECURE AND REVIEW AT LEAST THREE BIDS FOR BUILDING REPAIRS OR CONSTRUCTION WHICH EXCEEDS \$ 5000.00 AND PRESENT TO THE BOARD OF TRUSTEES.
6. WITH THE FOREMAN REVIEW WORK IN PROGRESS AND PLANS FOR IMPROVEMENTS TO THE DISTRICT'S FACILITIES AND PRESENT A SUMMARY OF SAME TO THE BOARD OF TRUSTEES AT EACH REGULARLY SCHEDULED MEETING.
7. PREPARE FOR THE ANNUAL BUDGET PROCESS:
 - LIST OF MAJOR REPLACEMENTS OR REPAIRS OF EQUIPMENT AND TOOLS,
 - MAJOR RENOVATIONS TO BUILDINGS OR FACILITIES OF THE DISTRICT, AND
 - NEW FACILITIES OR MAJOR IMPROVEMENTS TO GROUNDS.
8. ARRANGE FOR PERMITS WHEN NECESSARY.
9. SUPERVISE POOL GUARDS AND RECOMMEND HIRING OF SAME (WHEN APPROPRIATE).

**TRAILER ESTATES PARK & RECREATION DISTRICT
TRUSTEE DUTIES**

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DUTIES OF THE PUBLIC RELATIONS TRUSTEE

THE PUBLIC RELATIONS TRUSTEE SHALL:

1. ATTEMPT TO RESOLVE PROBLEMS CONCERNING WRITTEN COMPLAINTS INVOLVING COMPLIANCE OF PROPERTY OWNERS AND/OR RENTERS WITH DEED RESTRICTIONS, DISTRICT RULES & REGULATIONS, AND DISTRICT POLICIES/PROCEDURES.
2. RESPOND TO THE COMPLAINANT, ACKNOWLEDGING RECEIPT OF THE COMPLAINT BY PHONE CALL OR NOTE.
3. REPORT ALL COMPLIANCE PROBLEMS NOT RESOLVED IN A REASONABLE TIME TO THE BOARD OF TRUSTEES FOR REVIEW AND ACTION.
4. OVERSEE THE MAINTENANCE OF THE PUBLIC RECORD FILE OF VARIOUS RULINGS AND ACTIONS TAKEN BY THE BOARD REGARDING VIOLATIONS.
5. BE RESPONSIBLE FOR COMPLIANCE WITH DEED RESTRICTIONS, DISTRICT RULES & REGULATIONS, AND DISTRICT POLICIES/PROCEDURES IN THEIR ASSIGNED AREA.
 - **NORTH TRUSTEE**--NORTH OF FLORIDA BLVD. AND THE RV AND BOAT STORAGE LOTS.
 - **SOUTH TRUSTEE**-- SOUTH OF FLORIDA BLVD. (INCLUDING SOUTH SIDE OF FLORIDA) AND THE MARINA.
6. REGULARLY CHECK AREA FOR VIOLATIONS, REPORT VIOLATIONS TO THE DISTRICT OFFICE, ATTEMPT TO RESOLVE VIOLATIONS BY WORKING WITH OWNERS AND/OR RENTERS, AND REPORT ON-GOING VIOLATIONS TO THE BOARD FOR REVIEW AND ACTION.

TRAILER ESTATES PARK & RECREATION DISTRICT TRUSTEE DUTIES

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DUTIES OF HEALTH AND WELFARE TRUSTEE

THE HEALTH AND WELFARE TRUSTEE SHALL:

1. SEND GET WELL AND SYMPATHY CARDS AND KEEP RECORD OF SAME.
2. ASSIST PARK RESIDENTS BY PROVIDING NAMES AND PHONE NUMBERS OF AGENCIES AND ORGANIZATIONS WHICH PROVIDE SERVICES IN OUR AREA.
3. ASSIST PARK RESIDENTS BY PROVIDING NAMES AND PHONE NUMBERS OF VOLUNTEERS IN OUR AREA.
4. KEEP INFORMED AND POST LOCATION OF PARK RESIDENTS WHO ARE RECEIVING HOSPITAL AND/OR NURSING HOME SERVICES (i.e. ILLNESSES AND DEATHS).
5. DIRECT RESIDENTS TO APPROPRIATE ORGANIZATIONS AND SOURCES FOR SICK ROOM SUPPLIES.
6. OVERSEE IMPLEMENTATION OF DISASTER PLAN.
7. POST INFORMATION ON BULLETIN BOARDS:
 - COMMUNITY CARE
 - VOLUNTEERS
 - AGENCIES/ORGANIZATIONS
 - DISASTER ASSISTANCE
 - ETC.
8. SERVE AS BOARD REPRESENTATIVE/CONTACT FOR ARRANGEMENTS WITH COMMUNITY SERVICE ORGANIZATIONS.
 - MEALS ON WHEELS
 - CHRISTMAS COOKIES
 - ETC.

**TRAILER ESTATES PARK & RECREATION DISTRICT
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DUTIES OF SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE

THE SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE SHALL:

1. ARRANGE FOR THE HIRING OF DISTRICT PAID INSTRUCTORS FOR CLASSES (FOR EXAMPLE—DANCE, EXERCISE, ART, ETC.)
2. ARRANGE FOR THE HIRING OF ALL BANDS FOR SEASONAL SATURDAY NIGHT DANCING AND NEW YEAR’S EVE.
3. ORGANIZE AND ARRANGE ANNUAL NEW YEARS EVE PARTY (Sec. I and II, Rules and Regulations, page 7).
4. ARRANGE FOR THE HIRING OF ALL ACTS FOR SHOWTIME AND OTHER PRESENTATIONS.
5. PLAN AND ORGANIZE ANY OTHER RECREATIONAL ACTIVITIES THAT MAY OCCUR DURING THE SEASON.
6. PLAN AND OVERSEE SEASONAL RECREATION VOLUNTEER APPRECIATION LUNCHEON.

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DUTIES OF CONTINUING RECREATION TRUSTEE

THE CONTINUING RECREATION TRUSTEE SHALL:

1. ARRANGE AND ORGANIZE 3RD WEDNESDAY NIGHT POTLUCKS.
2. ARRANGE AND OVERSEE BINGO (Rules and Regulations, page 6).
3. ARRANGE AND PROVIDE MATERIALS AS NEEDED FOR VARIOUS CONTINUING ACTIVITIES:
 - CARDS,
 - ETC.
4. PLAN AND IMPLEMENT DISTRICT COFFEE BREAK PROGRAM.
5. ARRANGE AND ORGANIZE ALL CONTINUING ACTIVITIES THAT MAY OCCUR.
6. PLAN AND OVERSEE CONTINUING RECREATION VOLUNTEER APPRECIATION LUNCHEON.
7. ARRANGE FOR THE HIRING OF ALL BANDS FOR SUMMER SATURDAY NIGHT DANCING .

DUTIES OF THE FUTURE PLANNING TRUSTEE

THE FUTURE PLANNING TRUSTEE SHALL:

1. ATTEND FUTURE PLANNING COMMITTEE MEETINGS.
2. SERVE AS LIAISON TO FUTURE PLANNING STANDING COMMITTEE.
3. ASSIST THE BOARD IN THE DEVELOPMENT OF DISTRICT GOALS.
4. PROVIDE INFORMATION AND ANALYSIS TO ASSIST THE BOARD IN INFORMED DECISION-MAKING.