

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

**PP40**

**DUTIES OF THE CHAIRMAN**

THE CHAIRMAN SHALL:

1. PRESIDE AT ALL BOARD MEETINGS AND ADMINISTRATIVE COMMITTEE 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.

Revised 11/17/08  
Trustee Duties

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**EXHIBIT**

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TRUSTEE DUTIES**

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**DUTIES OF THE 2<sup>ND</sup> VICE CHAIRMAN**

THE 2<sup>ND</sup> VICE CHAIRMAN:

1. SHALL ASSIST THE CHAIRMAN AND, IN THE ABSENCE OF THE CHAIRMAN AND 1<sup>ST</sup> VICE CHAIRMAN, SHALL PRESIDE AT ANY MEETING.
  
2. SHALL SERVE AS A MEMBER OF THE ADMINISTRATIVE COMMITTEE.