

**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.

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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.

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**DUTIES OF CONTINUING RECREATION TRUSTEE**

THE CONTINUING RECREATION TRUSTEE SHALL:

1. ARRANGE AND ORGANIZE 3<sup>RD</sup> 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 .