

BENT TREE WEST SWIM & TENNIS CENTER

OFFICERS & BOARD OF DIRECTORS - RESPONSIBILITIES BY POSITION

President

- Primary point of contact for facility
- Liaison with nearby homeowners' association (*HOA not affiliated with swim & tennis center*)
- Manage and hire lifeguards for seasonal positions
- Schedule (in conjunction with secretary) regular Officer and Board of Directors meetings.
- Compile agendas (in conjunction with secretary) for Officer and Board of Directors meetings.
- Secondary contact for tennis programs, swimming programs, landscaping
- Building/facility management (secondary)

Vice President [Marketing, Sponsorships]

- Promote facility to drive memberships
- Secure marketing agreements to raise revenue for facility
- Solicit tax-free donations

Secretary [Communications, Records]

- Monitor Google Voice phone (voicemails, text messages) and share messages as needed
- Schedule periodic Officer and Board of Directors meetings (in conjunction with President)
- Record minutes for any Officer and Board of Directors meetings
- Secondary liaison for swimming events

Treasurer [Financials]

- Manage all financial aspects of organization
- Schedule and pay all invoices on a regular basis
- Annually review vendor agreements to confirm best terms available
- Handle all mail pickup and distribution

Board Member 1 [Membership]

- Maintain current membership and recruit new members on annual basis
- Manage alarm system and membership access to facilities
- Coordinate all aspects of Wild Apricot platform
- Primary contact with SELECT swim program director

Board Member 2

[Facility Management, Security]

- Building/facility management
- Primary contact with landscaping service

Board Member 3 [Rentals]

- Point of contact for rental agreements

Board Member 4 [Swim Operations]

- Oversee all regular pool maintenance
- Manage ordering of necessary supplies
- Maintain all needs with heaters for pool
- Promote all swim-related activities via email, digital and social

Board Member 5 [Events]

- Scheduling of all special events

Manager, Tennis Operations

- Manage tennis program
- Work with tennis coaches to drive use of tennis facility for events, lessons, etc.
- Promote all tennis-related activities via email, digital and social