

## **Clubhouse Facilities - Pool/Clubhouse (Officer) Job Description**

- Reports to the Board of Trustees, President
- Reviews and applies the Governing Documents regarding obligations and requirements for a Trustee
- Studies, discusses, votes on Board of Trustee Motions
- Assigns and provides oversight for both Pool/Clubhouse Managers
- Reviews and applies Pierce County Health Department guidelines and requirements
- Submits a budget to the Treasurer annually
- Informs Website Admin Team of pool set up and take down dates, pool opening, closing dates, changes required by Pierce County Health Department, notices for posting
- Responds to Pierce County Health Department Inspections or orders
- Manages SRCA pool maintenance contract (Aquacare) to ensure Vendor completes all scheduled requirements as outlined in annual contract
- Sets seasonal opening according to weather (Memorial-Labor Day), closing dates, hours for pool use