

MEMORANDUM FOR RECORD

SUBJECT: Duty Descriptions for Willow Creek Swim & Tennis Association Board of Directors

REFERENCE(S): Bylaws, Willow Creek Swim & Tennis Association, Inc. (2002), Article(s) III and IV.

DATE: 01/09/2013

SUMMARY: This document provides an overview of responsibilities and duties for individual members serving on the Willow Creek Swim & Tennis Association, Inc. (WCSTA) Board of Directors. The duty descriptions are intended to serve as a guideline. Responsibilities of the officials includes but is not limited to the tasks listed below. WCSTA “covenants” and “bylaws” are the authoritative documents in this regard and should be consulted as the primary reference.

**Board of Directors**

- Make corporate decisions in the best interest of the WCSTA organization and membership
- Enforce use restrictions by invoking appropriate remedies.
- Convene various meetings (annual, general, board, special etc) as set forth in the bylaws of the Willow Creek Swim & Tennis Association. (The president should chair the meetings, in his/her absence; the vice president shall assume this responsibility.)
- Determine how the association funds are deposited, distributed and/or otherwise invested.
- Authorize or appoint officers/agents to execute instruments in the name of and on behalf of WCSTA.
- Determine whose signatures should appear on checks, drafts and other payments executed on behalf of the association.
- Institute and manage maintenance contracts.
- Make, alter, amend or repeal the bylaws of the association subject to appropriate rules.
- Constitute executive committees as needed.
- Set audit guidelines for the WCSTA treasurer to follow.

## **President**

**Purpose:** To serve as chief executive officer of the Association to execute duties which are incident to the office of the president of a corporation organized under the Georgia Nonprofit Corporation Code, including, but not limited to, the power to appoint committees from among the members from time to time as he or she may in his or her discretion decide is appropriate to assist in the conduct of the affairs of the Association.

## **Responsibilities:**

- Serves as 1 of 3 Officers of the Board of Directors
- Preside over WCSTA Board & General meetings. Prepare and distribute an agenda for these meetings.
- Monitor performance of board members adherence to respective job descriptions.
- Conduct routine and redundant communication to the WCSTA membership through the following:
  - Host Quarterly Town Hall meetings
  - Monthly eAnnouncements
  - Provide a President's Letter in each monthly newsletter
  - Utilize the approved social media platform(s) for informal communications
- Approve WCSTA Board and General meeting minutes before the Secretary distributes them to board members prior to each board meeting.
- Call special meetings of the board or the board's Executive Committee. Call special General meetings if needed.
- Respond to and/or refer to board members and/or committee chairs all communications made to WCSTA.
- Appoint all Committee chairs.
- Review and co-sign all contracts; establish a schedule and process for reviewing contract renewals
- Finances:
  - In the absence of the Treasurer, sign all checks, vouchers, and other evidence of payment
  - Approve the payment of all checks more than \$3,000
  - Collaborate with Treasurer on appropriation of payments from Club, Civic and/or Line of Credit accounts.
  - Review monthly financial statements
- Willow Creek Whispers Newsletter:
  - Review drafts in collaboration with the newsletter editor
  - Approve newsletter publication
- Perform additional duties as needed.

*Time Commitment (Estimated): 7.5 hours/month*

## **Secretary**

**Purpose:** To perform all duties incident to the office of the secretary of a corporation organized under Georgia law. Furthermore, to serve as the official recorder and archivist of documents pertaining to Association business and administration.

### **Responsibilities:**

- Serves as 1 of 3 Officers of the Board of Directors
- Responsible for general record keeping of the Association including membership documents.
- Record minutes of various meetings of the Association (annual, general, board, special etc), and distribute the minutes (as appropriate) in a timely manner.
- Serve as the Membership Director and oversee the Membership Committee
- Make official correspondence on behalf of the Association.
- Maintain the official WCSTA member directory and provide updates to all board members
- Maintain Association officer directories, term appointments, etc.
- Maintain the legal status of the Association with various organizations (e.g. State Corporation Commission, State Real Estate Board, and Property Owners Association of Georgia) and its current coverages.
- Serve as the lead in preparing correspondence for the Annual Member Meeting; includes proxy letter preparation, collaboration with the Treasurer for annual invoicing, and completing postal actions
- Attend and participate in the monthly board of directors meeting
- Attend and participate in the Annual Membership Meeting
- Performs related duties as needed or assigned.

*Time Commitment (Estimated): 5 hours/month*

## **Treasurer**

**Purpose:** To perform all duties incident to the office of the treasurer of a corporation organized under Georgia law.

### **Responsibilities:**

- Serves as 1 of 3 Officers of the Board of Directors
- The Treasurer shall have the responsibility for the Association's funds and securities and shall be responsible for keeping full and accurate financial records and books of account showing all receipts and disbursements.
- Prepares all required financial statements and tax returns, and is responsible for the deposit of all monies and other valuable effects in the name of the Association or the managing agent in such depositories as may from time to time be designated by the Board.
- Prepares the budget as provided in the Declaration. The Treasurer may delegate all or a part of the preparation and notification duties associated with the above responsibilities to a management agent.
- Prepare the monthly and annual financial statement for the Association.
- Collect membership dues, and any fines/penalties as instituted by the board of directors.
- Pay Association bills.
- Provide the account status of a member property to the Secretary on request (to assist with the preparation of the Association disclosure packet as needed).
- File federal tax return on behalf of the Association.
- File state corporate tax return on behalf of the Association.
- Miscellaneous operational functions:
  - The Association USPS P.O. Box will be monitored weekly. Since most of the Association correspondence is related to invoices and bills, based on operational considerations, the Association treasurer is the best person to perform this task. It shall be the treasurer's responsibility to deliver "other" mail to the appropriate Association official within 48 hours of receipt.
  - Maintain an updated directory/mailling list of Association members (postal and email). This primary party for this duty is the Secretary. However, the treasurer works in conjunction with the Secretary to ensure this information is accurate for billing.
- Attend and participate in the monthly board of directors meeting
- Attend and participate in the Annual Membership Meeting
- Performs related duties as needed or assigned.

*Time Commitment (Estimated): 5.5 hours/month*

## **Grounds/Maintenance Director**

**Purpose:** Provides oversight and supervision of the maintenance of the common areas of the Association. Manages contracted maintenance and landscaping as well as a community volunteer workforce in support of WCSTA common property and property easements (county and utility co-op property)

### **Responsibilities:**

- Oversees the maintenance and cleanliness of the common areas.
- Serves as the Chair for the grounds/landscaping sub-committee
- Coordinates a Spring and Fall clean-up day
- Coordinates for holiday decoration of all neighborhood entrances
- Schedules, assigns, and evaluates the work of crews of maintenance assistants and seasonal employees engaged in maintaining common areas
- Inspects work of crews while work is in progress and upon completion; inspects common areas or other grounds to determine maintenance needs.
- Ensures that common areas are mowed and landscaped, grounds are watered, sprayed for weeds and fertilized as needed
- Maintains records on work activities and prepares reports on maintenance activities.
- Ensures that roads are maintained, to include conducting coordination with both Cherokee and Cobb county for sign installation or repairs
- Coordinates with local utilities for maintenance of street lights, sewers and other related, but non-WCSTA-owned property.
- Assures proper safety standards and precautions are adhered to.
- Attend and participate in the monthly board of directors meeting
- Attend and participate in the Annual Membership Meeting
- Performs related duties as needed or assigned.

*Time Commitment (Estimated): 2.5 hours/month*

**Tennis Director:**

**Purpose:** To provide direct supervision of WCSTA tennis facilities and operations

**Responsibilities**

- Prepare all budgets related to your department and prepare for monthly review periods.
- Encourage professional development of staff through workshops, seminars and team training.
- Effectively report the status of tennis operations and administration to the board of directors through routine communication and by providing a monthly report
- Develop and maintain an annual social, competitive and instructional program for all ages, gender and skill levels that might include: lessons, leagues, inter and intra club events, and camps
- Plan, promote and execute WCSTA tennis events to exceed member expectations
- Develop and manage a system for monitoring prompt and accurate payment of non-member tennis fees
- Oversee tennis facility maintenance and repairs ensuring the facilities are in a continual playable condition
- Prepare project proposals and analysis for improvements and repair of grounds, facilities and equipment
- Develop, implement and manage a vendor/retail advertising campaign to supplement the annual resurfacing escrow account
- Assures proper safety standards and precautions are adhered to.
- Attend and participate in the monthly board of directors meeting
- Attend and participate in the Annual Membership Meeting
- Performs additional duties as needed or assigned.

*Time Commitment (Estimated): 2.5 hours/month*

## **Pool Director**

**Purpose:** To provide direct supervision and management of WCSTA pool facilities and operations.

### **Responsibilities**

- Supervise the pool management service provider to ensure adherence to the annual contract
- Meet regularly with pool management company staff to develop a working relationship and to ensure the interests of WCSTA are being executed according to contract.
  - Ensure lifeguards are trained on all safety/emergency procedures specific to each pool
  - Ensure lifeguards are trained on checking 100% of member pool passes
  - Ensure lifeguards are trained on pool opening and closing procedures
  - Develop and maintain a phone roster of key personnel for the pool management service provider; ensure this roster is provided to the association President and at least one additional board member
- Develop, train and supervise a pool sub-committee to assist in routine tasks
- Develop and train a back-up pool supervision plan when not in town; plan should identify at least (1) person who will provide coverage of pool supervision duties in your absence
- Prepare an annual schedule of pool hours and rules for posting to the WCSTA website
- Plan, coordinate, execute pool pass distribution prior to pool season start
  - Coordination with the Treasurer is critical to ensure delinquent member accounts are not provided pool passes until their accounts are brought to balance.
- Prepare pool for opening and closing each season according to Cobb and Cherokee County Health Department code(s) and according to WCSTA policy.
- Oversee daily maintenance of the pool and bathhouse/ restroom facility, including making recommendations for repairs and capital improvement projects
- Develop and manage the annual budget for pool operations
- Develop and manage a 5 and 10 year maintenance/capital improvement plan for pool facilities
- Monitor and supervise all maintenance and construction projects at pool facilities; report progress to the WCSTA Board of Directors
- Foster an environment of safety at the pool facilities; enforce safety among staff and members
- Serve as the liaison between WCSTA and the WCSTA Seahawks Swim Team Staff
- Communicate regularly with the WCSTA board of directors regarding safety, staff, facility/ maintenance, and other key issues related to pool operations
- Respond timely to member inquiries, complaints and suggestions regarding pool operations

*Time Commitment (Estimated): 3.5 hours/month during off season  
6.5 hours/month during pool season (April-September)*

### **Quality of Life Director (New Position for 2013)**

**Purpose:** To provide lead and supervise the Association's Quality of Life program which manages initiatives to maintain/improve safety in the community.

#### **Responsibilities:**

- Chairs the Community Safety Sub-Committee (May appoint a Co-Chair to conduct routine operations of this committee)
- Serves as the primary liaison between WCSTA, local police agencies and government
- Maintain an active "neighborhood watch program" in conjunction with local police
- Serve as the primary liaison with neighborhood Block Captains:
  - Recruit and train new neighborhood captains, holding meetings with them when necessary.
  - Maintain a Block Captain roster
- Keep Neighborhood Block Captains updated (to inform residents as appropriate) on the following items and report significant events to the Association board:
  - Crime data (robbery, burglary, theft, vandalism), obtained from residents self-reporting, Cobb County Police and Cherokee County Sheriff's Dept.
- Submit a quarterly article on the Quality of Life Program to the newsletter chairperson
- Attend and participate in the monthly board of directors meeting
- Attend and participate in the Annual Membership Meeting
- Performs related duties as needed or assigned.

*Time Commitment (Estimated): 3.5 hours/month*



**Social Director:**

**Purpose:** To serve as the primary coordinator for community social events

**Responsibilities**

- Chair the Social Events Sub-Committee
- Recruit volunteers and organize a social events team of 5-10 persons.
- Plan and coordinate WCSTA social events: Key events include the Memorial Day Party, Fall Party, and smaller events (Wine and Hors d' oeuvres Night, Golf Outing, Adult Dinner Night, etc.)
- Coordinate with the Willow Creek Women's Activity Club for the following events:
  - Holiday "Sip & Shine"
  - Christmas Luminary Night
- Manage the community social events calendar on the WCSTA website
- Write a monthly "Willow Creek Happenings" column for the monthly newsletter.
- Prepare publicity/advertising for Association social events (signs, eAnnouncements, flyers)
- Attend and participate in the monthly board of directors meeting
- Attend and participate in the Annual Membership Meeting
- Performs related duties as needed or assigned.

*Time Commitment (Estimated): 3.5 hours/month*

## **Communications Director**

### **Purpose:**

### **Responsibilities:**

- Maintain Association web page and Facebook page. (No technical skill required; basic computer skills are sufficient since the web page can be edited with basic keyboard skills. Training will be provided to ensure your success.)
- Serves as advisor to the Newsletter Chairperson
- Maintain an updated WCSTA member directory: Coordinate with the Association Secretary for this roster
- Attend and participate in the monthly board of directors meeting
- Attend and participate in the Annual Membership Meeting
- Performs related duties as needed or assigned.

*Time Commitment (Estimated): 3.5 hours/month*

## **Block Captains**

**Purpose:** Block captains serve the community generally through duties involving communication or distribution of materials. They also assist with the Quality of Life Program. Block captains will be appointed by the board to perform the following duties

### **Responsibilities:**

- Advise the board on issues that affect the neighborhood. This may include problems that other homeowners in their block may bring to their attention in addition to their own observations on the state of the community.
- Support the board in the execution of their duties. This may include support during board meetings, elections, and other Association events.
- Support the distribution of printed materials such the monthly newsletter, etc.

*Time Commitment (Estimated): 0.75 hours/month*