

PARADISE COUNTRY CLUB BOARD JOB DESCRIPTIONS

President (One Year Term) – Elected annually

- Ensures the Board of Directors and staff carry out the Mission of the Club.
- Presides over all Board, General Membership and Special Meetings.
- Is a member, ex-officio, of all committees except the Nominating Committee.
- Recommends an individual for each appointed position (non-elected) for Board approval.
- Creates ad hoc committees and appoints their chairs, with Board approval.
- Facilitates annual budget preparations.
- Participates in hiring of Club Director and other staff as needed.
- Supervises and holds Club Director accountable for the overall daily operations of the Club.
- Guides and supports Board Members to ensure the duties and responsibilities of their positions are fulfilled.
- Motivates Board Members and encourages fresh ideas.
- Follows up on comments and complaints, and facilitates their resolutions.
- Has the authority to sign checks on Club accounts.
- Attends all Board, General Membership and Special Meetings.

Vice President (One Year Term) - Elected annually

- Presides when the President is unable to be at a meeting or when the President has to step down from the chair because he or she wishes to debate an issue.
- Provides financial records or any other documents when requested by the Board of Directors, Accountant or Auditor.
- Researches financial questions from Board members and vendors.
- Prepares and presents the financial report at Board and General Membership Meetings of the Club.
- Collaborates with the Board to prepare an annual budget.
- Prepares annual budget document and proposed membership dues.
- Works collaboratively with the Treasurer to provide financial oversight.
- Has authority to sign checks on Club accounts.
- Transfers funds between bank accounts.
- Reviews and reconciles bank statements.
- Reviews all electric funds transfer (EFT) payments.
- Verifies payroll report, payroll checks and direct deposits.
- Prints, signs and delivers paychecks.
- Scans previous year's financial records.
- Reviews QuickBooks data.
- Reviews and files tax forms and other necessary forms with the IRS, State of Connecticut and Town of Hamden.
- Co-monitors finances of the Club with Treasurer.
- Oversees Audit Review Committee as needed.
- Attends all Board, General Membership and Special Meetings, and other appropriate committee meetings.

Treasurer (One Year Term) - Elected annually

- Collects mail weekly, and bi-weekly during summer season.
- Reviews, verifies and processes invoices for payments.
- Processes checks for payments.
- Processes and submits electronic funds transfer (EFT) payments.
- Processes and files Department of Revenue Services' taxes and reports.
- Submits off-season payroll.
- Records journal entries as needed.
- Reviews and records all deposits, fund transfers, checks and EFTs in QuickBooks.
- Maintains accuracy of QuickBooks.
- Provides financial records or any other documents requested by the Board of Directors, Accountant or Auditor.
- Researches financial questions from Board members and vendors.
- Has authority to sign checks on Club accounts.
- Obtains or provides second signature on checks greater than \$5,000.
- Collaborates with the Board to prepare annual budget.
- Gathers financial information and documentation required by insurance agent and mortgage carrier.
- Provides information to Vice President for financial report to be presented at Board and General Membership Meetings.
- Works collaboratively with the Vice President to provide financial oversight.
- Co-monitors finances of the Club with Vice President.
- Reviews bank statement reconciliations provided by Vice President.
- Attends all Board, General Membership and Special Meetings, and other appropriate committee meetings.

Recording Secretary (One Year Term) - Elected annually

- Records and maintains all minutes at Board, General Membership, and Special Meetings and other meetings as assigned. Upholds legal requirements for minutes.
- Makes available at these meetings all minutes from the past two years.
- Receives and responds to all Club correspondence as directed by the President of the Club or designee.
- Mails notices of forthcoming meetings to all members according to the Bylaws. Posts notification at Club and electronically.
- Notifies members of their election to office or appointment to committees and furnishes necessary documents.
- Maintains official documents of the Club including, but not limited to, Bylaws, Rules and Regulations of the Club, Policies & Procedures and all correspondence.
- Updates Bylaws and other governing documents with any changes made through the amendment process.
- Ensures Conflict of Interest statements signed annually by Board members and retained in accordance with the Club's Retention Policy.
- Types other documents as requested by the President or designee.
- Prepares and mails the Newsletter to be distributed approximately two weeks before the Club opening.
- Ensures that records of the Club are managed in accordance with the Record Retention & Destruction Policy. Electronically scans previous year's minutes.
- Maintains a roster of the Board members with updated contact information.
- Sends gifts, contributions, sympathy cards, etc. as approved by the Board.
- Corresponds with Club members by phone or mail when asked to do so by President.
- Attends all Board, General Membership and Special Meetings, and other appropriate committee meetings.

Facilities Manager-Appointed Position (One Year Term) - Appointed annually

- Is responsible for the year round maintenance, improvements and repairs of all facilities.
- Oversees the caretaker and maintenance staff, and buildings and grounds.
- Supervises any maintenance pertaining to the grounds and Club facilities.
- Negotiates contracts with vendors and contractors.
- Is familiar with property maintenance and repairs.
- Has knowledge of electrical, plumbing and recreational facility operations.
- Retains site maps of entire facility and property.
- Serves on Five-Year Committee.
- Facilitates in hiring the Club caretaker.
- Supervises capital improvements performed by staff and outside contractors.
- Collaborates with the Board to prepare annual budget.
- Attends all Board, General Membership and Special Meetings, and other appropriate committee meetings.

Legal Advisor-Appointed Position (One Year Term) - Appointed annually

- Provides legal guidance and/or representation on any issue deemed necessary by the Board of Directors.
- Drafts and reviews contracts and insurance policies.
- Provides current certificate of professional malpractice insurance.
- Ensures the Club's compliance with the IRS in order to maintain corporate not-for-profit status.
- Is familiar with Roberts Rules of Order.
- Attends all Board, General Membership and Special Meetings, and other appropriate committee meetings.

Communications Director (Two Year Term) - Elected during Even Numbered Years

- Plans, designs, distributes and tracks Club's communications, both printed and electronic.
- Manages Club website.
- Develops new website functionality.
- Coordinates the social media sites (Facebook, Twitter, Google+) for the Club.
- Administers and retains Club's end of year survey.
- Creates and digitizes all forms (membership application, swim team application, job application, nanny application, grandparent application, etc.).
- Monitors all club inquiries and the Club's public emails.
- Updates payment keys for card services and credit card payment system functions.
- Coordinates and orders PCC apparel and other PCC items for sale to members. May be done using an online shop.
- Maintains membership distribution lists and general information.
- Supports other Board members in communicating with membership.
- Attends all Board, General Membership and Special Meetings, and other appropriate committee meetings.

Financial Secretary (Two Year Term) - Elected during Even Numbered Years

- Bills all current members, including Leaves of Absence, for the upcoming year's dues.
- Collects and posts payments to each member's account on Excel spreadsheet.
- Maintains, updates and keeps an accurate account of membership records in an Excel database, including, but not limited to, member's names, addresses, phone numbers, e-mail addresses (optional), number of children, birth dates of children, year joined and vehicle information.
- Collects Membership/Vehicle Cards. Verifies their information is complete and accurate, and organizes the cards for use by Gatehouse Staff.
- Collects payment for NSF checks and fees for returned checks.
- Prepares and makes deposits of all monies collected, in a timely manner.
- Provides the Treasurer with a report of all deposits of dues and fees deposited, in a timely manner.
- Reports a breakdown of membership categories, and updated, accurate dues and fees collected at Board and General Membership Meetings.
- Makes available membership information needed in the preparation of the annual budget.
- Provides Recording Secretary with database file of members' addresses for all mailings.
- Provides all Board Members, Gatehouse staff, Club Director, Assistant Club Director, Swim Coach and Tennis Pro with membership list, making additions and deletions when necessary.
- Orders and prepares all members' car decals.
- Prepares Member Information Packets, which includes a welcome letter, car decals, Rules & Regulations of the Club and other pertinent information, to be distributed by Gatehouse staff to all paid memberships.
- Advises Membership Chairperson of available memberships.
- Attends all Board, General Membership and Special Meetings, and other appropriate committee meetings.

Gatehouse Director (Two Year Term) – Elected during Odd Numbered Years

- Manages the Gatehouse staff and procedures to ensure the operation and performance standards of the Gatehouse are met.
- Meets regularly with Gatehouse supervisor.
- Approves purchase of all forms, cards and supplies necessary for Gatehouse staff.
- Oversees the accounting of monies collected for guest fees and rentals, and ensures Gatehouse monies are properly deposited and reported to the Treasurer.
- Provides all available dates, fees and information for prospective rentals.
- Books rental dates, secures guest list and initial payment, and coordinates the rentals with Caretaker, Club Director, Gatehouse staff and Snack Bar vendor when applicable.
- Secures signed contract and deposit for outside rentals; provides a copy of Rules & Regulations of the Club.
- Supports gatehouse staff when members are not adhering to Rules and Regulations, such as number of guest visits, fees or proof of residency.
- Assists Gatehouse with processing nanny, grandparent, grandchild and extended guest applications.
- Provides Gatehouse statistics to Board at mid-season and season's end.
- Facilitates the hiring of Gatehouse supervisor.
- Collaborates with the Board to prepare annual budget.
- Attends all Board, General Membership and Special Meetings, and other appropriate committee meetings.

Health & Safety/Insurance/Snack Bar (Two Year Term) – Elected during Odd Numbered Years

- Oversees and evaluates all safety issues and ensures their resolution.
- Keeps records of all outstanding issues.
- Reviews accident reports weekly.
- Responds to major accidents and safety issues immediately.
- Reports all major incidents to the insurance company and the Board.
- Implements and maintains all insurance policies for Paradise, including but not limited to: Property & Liability, Automobile, Homeowners, Directors' and Officers' Liability, Flood, Umbrella Insurance Coverage and Workers' Compensation.
- Is point of contact for insurance representatives, inspectors, adjustors, Chamber of Commerce and staff.
- Obtains and provides information requested by attorneys in reference to issues.
- Keeps annual records and insurance policies for seven years in accordance with the Club's Retention Policy.
- Facilitates in the hiring of snack bar vendor.
- Negotiates snack bar contract with vendor with Board approval.
- Serves as liaison between the Board and vendor.
- Ensures daily operations and performance standards are met by communicating with the vendor and membership regarding issues and concerns.
- Collaborates with Facilities Director to maintain Snack Bar facility.
- Coordinates with Quinnipiac Valley Health District and snack bar vendor to schedule annual inspection prior to opening of the snack bar.
- Collects the rent and utility payments from the vendor and forwards them to the Treasurer.
- Attends all Board, General Membership and Special Meetings, and other appropriate committee meetings.

Membership Director (Two Year Term) - Elected during Odd Numbered Years

- Promotes and publicizes the Club for the purpose of recruiting new members through a variety of media.
- Manages membership inquiries with personal interaction and follow up with application and letter providing membership information, including fees.
- Ensures the application process is complete.
- Verifies the information on the application is correct by checking references.
- Presents the application to the Board for approval or rejection.
- Sends acceptance or rejection letter to the applicants accompanied by appropriate materials (Bylaws, Rules and Regulations of the Club, etc.).
- Forwards applications with initiation fees to Financial Secretary for processing.
- Maintains updated folder or database of information for potential memberships.
- Coordinates Membership Drives.
- Coordinates Open House for prospective members.
- Coordinates New Member "Meet and Greet" for new full and half season members.
- Works collaboratively with Financial Secretary to ensure a smooth transition for the processing of new memberships.
- Attends all Board, General Membership and Special Meetings, and other appropriate committee meetings.

Program Director (Two year term) - Elected during Even Numbered Years

- Plans, organizes and assists with the implementation of Paradise events to encompass all age groups.
- Prepares Calendar of Events for distribution to membership.
- Ensures availability of performance artists, DJs and food vendors.
- Is present at the majority of major events and works closely with the Activity Coordinator or others to ensure adequate oversight and supervision of vendors, performers and participants.
- Arranges for the purchase of prizes for games, paper goods for parties, supplies for activities and food pick-up or delivery.
- Negotiates contracts, including rain dates with Board approval.
- Coordinates with Tennis and Swim Chairs for scheduling of events to ensure there is no conflict.
- Publicizes upcoming events through social media, flyers, bulletin board postings and announcements from Guard Shack. Submits programming notice and schedule to Recording Secretary for inclusion in Newsletter.
- Maintains communication with Director, Assistant Director and Activities Coordinator to ensure activities run smoothly during summer months.
- Is responsible for adhering to Program budget and, when necessary, with Board approval, charges a fee for certain events to support the activity.
- Works with Club Director to collect programming monies and prepares a deposit for Treasurer.
- Creates committees as needed.
- Coordinates with Treasurer to pay vendors for their services.
- Collaborates with the Board to prepare annual budget.
- Attends all Board and General Membership and Special Meetings, and other appropriate committee meetings.

Swim Team (Two Year Term) - Elected during Even Numbered Years

- Oversees and promotes the swim and dive team programs in coordination with the swim and dive coaches and staff within the approved budget.
- Communicates with swim and dive team members on all aspects of the program.
- Recommends staffing and program needs to the Executive Board.
- Attends Southern Connecticut Swim League meetings in spring and fall.
- Collaborates with apparel vendor to select a suit design and logo for swim apparel in January or February. Creates an order form and ensures distribution in a timely manner.
- Coordinates registration day and apparel showcase.
- Collaborates with other league swim teams at meet events to ensure a smoothly run event.
- Coordinates timers, starter assignments and line-up of swimmers.
- Organizes swim team end-of-year party, including purchasing trophies.
- Facilitates in hiring of swim and dive coaches.
- Creates committees as needed.
- Collaborates with Board to prepare annual budget.
- Attends all Board, General Membership and Special Meetings, and other appropriate committee meetings.

Tennis Director (Two Year Term) - Elected during Odd Numbered Years

- Oversees and promotes recreational and competitive tennis programs, including tennis team and adult men's and women's interclub for all members in coordination with the tennis pro and staff within the approved budget.
- Recommends staffing and program needs to the Executive Board.
- Coordinates all aspects of the tennis grounds and facilities.
- Hires the tennis contractor for maintaining Har-Tru courts with Board approval.
- Coordinates with Facility Manager to ensure the upkeep of the hard courts and the grounds and buildings located at the tennis courts.
- Facilitates in hiring Tennis Pro.
- Works closely with Tennis Pro and Communication Director to promote and market tennis programs and events through email, social media and bulletin boards.
- Organizes tennis team end-of-year party, including purchasing trophies.
- Creates committees as needed.
- Collaborates with Board to prepare annual budget.
- Attends all Board, General Membership and Special Meetings, and other appropriate committee meetings.