

Paradise Country Club Board of Directors Position Descriptions

Table of Contents

President2
Vice President3
Treasurer4
Recording Secretary5
Facilities Manager (Appointed Position).....6
Legal Advisor (Appointed Position).....6
Information Technology Director (Appointed Position)7
Communications Director7
Membership Director.....8
Financial Secretary.....8
Gatehouse Director9
Health & Safety/Insurance/Snack Bar Director.....9
Program Director..... 10
Tennis Programs Director..... 10
Swim Team Director..... 10
Immediate Past President 11

Paradise Country Club

Board of Directors Position Descriptions

President

- Ensures the objectives of the Club are carried out by the Board of Directors and staff.
- Presides over all Board Meetings, and General and Special Membership Meetings.
- Appoints the chairperson of all committees with Board approval.
- Coordinates with the Executive Board, the distribution of annual membership packets which includes the updated Rules and Regulations.
- Is a member, ex officio, of all committees except the Nominating Committee.
- Recommends individuals for non-elected positions for approval by the Board, hereinafter called Appointed Officers.
- Has authority to sign checks on the Club account(s).
- Signs contracts for all capital projects in excess of \$100,000.00.
- Facilitates annual budget preparations.
- Maintains all passwords, user names, account numbers, and financial information for the Club.
- Holds Club Director accountable for the overall daily operations of the Club.

Paradise Country Club

Board of Directors Position Descriptions

Vice President

- Presides when the President is unable to attend a meeting or when the President has to step down from the chair because he or she wishes to debate an issue.
- Has authority to sign checks on Club account(s).
- Works collaboratively with the Treasurer to provide financial oversight.
- Assists in the preparation of the annual budget and proposed membership dues.
- Maintains all passwords, user names, account numbers, and financial information for the Club.
- Ensures committee reports, excluding the Nominating Committee, are presented to the Board in a timely fashion.
- Serves as a liaison between the Board and Committee Chairpersons.

Paradise Country Club

Board of Directors Position Descriptions

Treasurer

- Manages finances of the Club. This shall include, but is not limited to, all receipts and disbursements as approved by the Board of Directors
- Has authority to sign checks on Club account(s).
- Presents itemized financial reports at the Semi-Annual General Membership meetings of the Club.
- Provides detailed financial reports to Board of Directors prior to Board meetings throughout the fiscal year.
- Prepares, with Board input, the annual budget and proposed membership dues.
- Prepares and files all taxes with the appropriate bodies of government.
- Provides financial records and other documents as needed.
- Works collaboratively with Vice President to provide financial oversight.

Paradise Country Club

Board of Directors Position Descriptions

Recording Secretary

- Records all minutes at Board Meetings, General Membership Meetings, Special Meetings, and other meetings as assigned.
- Makes available at these meetings all minutes from the past two years.
- Notifies membership of forthcoming meetings according to the Bylaws.
- Notifies members of their election to office or appointment to committees, and furnishes them with the necessary documents.
- Maintains official governing documents of the Club, including (but not limited to) Bylaws, Rules and Regulations, annual membership list, Board-approved policies and ensures all documents are updated with any changes made through the amendment process.
- Maintains and ensures Conflict of Interest statements are signed annually by Board members.
- Prepares documents as requested by the President or designee.
- Provides absentee ballots when requested by a member.
- Assists with the preparation of the Welcome Packet distributed on Opening Day to all new members

Paradise Country Club

Board of Directors Position Descriptions

Facilities Manager (Appointed Position)

- Responsible for year-round maintenance, improvements, and repairs to all facilities so as to ensure the proper upkeep and continued operation of the Club.
- Oversees the caretaker, the maintenance staff, and building and grounds contractors hired by the Club.
- Supervises any activity pertaining to the grounds and Club facilities.
- Supervises capital improvements performed by staff and outside contractors.
- Solicits multiple quotes from outside vendors for same (comparable) service or products.
- Serves as a member of all facility related committees.

Legal Advisor (Appointed Position)

- Provides legal guidance and/or representation on any issue as deemed necessary by the Board of Directors.
- Drafts and/or reviews contracts and insurance policies.
- Reviews contracts for all capital projects in excess of \$100,000.00
- Provides current certificate of professional malpractice insurance.
- Ensures the Club's compliance with IRS in order to maintain corporate not-for-profit status.

Paradise Country Club

Board of Directors Position Descriptions

Information Technology Director (Appointed Position)

- Oversees network connectivity maintenance as needed, including internet service contract, security cameras and upgrades as needed.
- Maintains the website infrastructure, technological security standards and requirements.
- Works collaboratively with appropriate board members as needed.

Communications Director

- Manages Club website and social media, including the annual newsletter and weekly updates.
- Creates with the Executive Board, the end of the year survey, compiles and analyzes the results and presents the findings to the Board.
- Monitors all Club inquiries and the Club's public email, ensuring all communication is forwarded to the appropriate Board Member.
- Coordinates with Board Members to promote Club activities and events.

Paradise Country Club

Board of Directors Position Descriptions

Membership Director

- Solicits, verifies, and processes applications for membership to the Club and presents them for Board approval.
- Promotes and recruits new members for the Club through the use of print, press releases, tours, and social media, working collaboratively with the Communications Director.
- Maintains updated folder of information for potential memberships.
- Works collaboratively with Financial Secretary to ensure a smooth transition for the processing of new memberships.

Financial Secretary

- Keeps accurate accounts of membership records.
- Identifies any membership changes and verifies supporting documentation.
- Bills, collects and records all dues and fees from membership, makes bank deposits, reconciles online payments, and submits the update to the Treasurer.
- Works collaboratively with Membership Director to ensure a smooth transition for the processing of new memberships.
- Works collaboratively with Communications Director to provide updates regarding membership status and payments in a timely manner.
- Coordinates with Executive Board to prepare for the opening of the Club.

Paradise Country Club

Board of Directors Position Descriptions

Gatehouse Director

- Oversees Gatehouse staff and procedures, including the processing of all Gatehouse guest form applications.
- Schedules all rentals, invoices members, and ensures payment is received.
- Maintains all financial records of the Gatehouse, along with the Gatehouse supervisor, makes deposits, and submits the update to the Treasurer.
- Coordinates Club rentals with the Club Director, Maintenance Director and key staff regarding rental dates and any necessary arrangements to ensure the success and safety of the rental.

Health & Safety/Insurance/Snack Bar Director

- Oversees and evaluates all safety issues.
- Maintains all insurance policies for Paradise, including but not limited to: Liability, Health, Automobile, Directors' and Officers' Liability Insurance coverage, and Workers' Compensation.
- Oversees the snack bar facility and addresses issues as they become evident.
- Facilitates the hiring of the snack bar vendor and makes a recommendation to the Board

Paradise Country Club

Board of Directors Position Descriptions

Program Director

- Plans, implements, and collaborates with Club Director regarding programs and events for all members within an approved budget.
- Collaborates with staff and appropriate Board Members as needed.
- Promotes all activities using print, online, and electronic media, working collaboratively with the Communications Director.

Tennis Programs Director

- Oversees and promotes tennis programs for all members in collaboration with the tennis pro and staff within the approved budget.
- Communicates with membership all aspects of the program.
- Coordinates all aspects of the tennis grounds and facility.

Swim Team Director

- Oversees and promotes the swim and dive team program in collaboration with the swim coaches and staff within the approved budget.
- Communicates with swim and dive team membership all aspects of the program.

Paradise Country Club

Board of Directors Position Descriptions

Immediate Past President

- Ensures a smooth transition in the leadership of the Board from the Immediate Past President through his/her successor's first year in office.