

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1G**

DUTIES OF HEALTH AND WELFARE TRUSTEE

THE HEALTH AND WELFARE TRUSTEE SHALL:

1. Arrange for the hiring of district paid instructors for classes (for example—dance, exercise, art, etc.)
2. Send get well and sympathy cards and keep record of same.
3. Assist park residents by providing names and phone numbers of agencies and organizations which provide services in our area.
4. Assist park residents by providing names and phone numbers of volunteers in our area.
5. Keep informed and post location of park residents who are receiving hospital and/or nursing home services (i.e. illnesses and deaths).
6. Direct residents to appropriate organizations and sources for sick room supplies.
7. Oversee implementation of disaster plan.
8. Post information on bulletin boards:
 - Community care
 - Volunteers
 - Agencies/organizations
 - Disaster assistance
 - Etc.
9. Serve as board representative/contact for arrangements with community service organizations.
 - Meals on wheels
 - Christmas cookies
 - Etc.
9. Sign checks as requested.