

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP 1G**

DUTIES OF HEALTH AND WELFARE TRUSTEE

THE HEALTH AND WELFARE TRUSTEE SHALL:

1. Prepare for and attend regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Arrange for the hiring of district paid instructors for classes (for example— dance, exercise, art, Jazzercise, etc.
3. Schedule Annual Health Fair.
4. Schedule Blood Drives.
5. Keep informed and provide location of park residents in hospitals and nursing homes.
6. Send get well and sympathy cards and keep record of same for the Park Memorial Service.
7. Direct residents to appropriate organizations and sources for sick room supplies
8. Oversee implementation of park wide health restriction procedures (i.e. covid-19 or other diseases).
9. Post information on bulletin boards.
 - Community Care
 - Volunteers
 - Agencies/Organizations
 - Disaster Assistance
 - Etc.
10. Serve as board representative/contact for the community and TE Park service organizations.
 - Meals on Wheels
 - 85+ Valentine Dinner
 - 85+ Christmas Gifts
13. Sign checks as requested..