

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

DUTIES OF SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE

THE SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE SHALL:

1. Prepare for and attend regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Work with other assigned Recreational Trustee to develop the yearly district recreational calendar of activities and complete/submit the required room reservation forms for all district recreational activities.
3. Plan all seasonal recreational events for the residents.
4. Submit the seasonal recreational budget when requested.
5. Complete all financial responsibilities to include counting all collected money from ticket sales and money taken at district events, completing required forms and depositing all money to the office.
6. Purchasing all supplies needed for seasonal district events.
7. Work with maintenance staff to ensure event set up is completed.
8. Coordinate volunteers as needed per event.
9. Complete all check requests prior to the date of performances.
10. Ensure all contracts are correctly completed and filed in the Seasonal Recreational Trustee binder in the office.
11. Publicize all events so residents are kept informed.
12. Serve as a back-up to the other District Recreation Trustee as needed.
13. Provide updates on seasonal recreational activities during board meetings.
14. Sign checks as requested.