

SLWCC Facilities Manager

Statement of Purpose: The Facilities Manager is the sole employee of SLWCC and thus is responsible for a wide range of duties that cannot be definitively listed. What can be said is that the Facilities Manager is to work in the best interests of SLWCC and its members and to ensure that the organization and its facilities are run in a responsive, safe, legal and efficient manner. The Facilities Manager handles the day-to-day operation of SLWCC, serves as the liaison between the membership and the Board of Directors, and provides the Board with the information they need to make strategic decisions on behalf of the community.

General Duties

- 1) Keep office hours as prescribed by the Board of Directors.
- 2) Attend monthly Board meetings and Annual meetings.
- 3) Take directions from the Board at each meeting and from the President of the Board in the interim between meetings.
- 4) Send the Board a weekly update, if time allows.
- 5) Inform the President or Board of any items that require immediate or special attention.
- 6) Communicate concerns and complaints of members to the Board.
- 7) Maintain membership records and accounts, ensuring that dues are paid and accounted for.
- 8) Perform general bookkeeping duties, in coordination with the SLWCC's accountant.
- 9) Keep the Clubhouse and office supplied with items necessary to their operation.
- 10) Make financial information and reports available as requested by the Board.
- 11) Ensure that the facilities are in compliance with applicable laws and regulations.
- 12) Keep the facilities in clean and safe condition.
- 13) Maintain a calendar of private and community functions.
- 14) Assist the President of the Board as needed.
- 15) Coordinate mailings and notifications to the membership.
- 16) Engage volunteers for assistance when practicable.
- 17) Assist others who are working in the interest of the community.
- 18) Perform other duties as subscribed by the Board of Directors.

In performing the above duties, the Facilities Manager will treat the concerns of all members in a fair and respectful manner.

Responsibility to the Board of Directors

Whereas the Facilities Manager is responsible to the entire SLWCC membership, he or she is to take direction from the Board of Directors as a body. In the absence of instructions from the Board, the Facilities Manager will take direction from the President of the Board of Directors. If the Board or the President is unable to inform the Facilities Manager of critical decisions in a timely manner, the Facilities Manager will strive to act in the best interests of SLWCC.

BOARD APPROVED 4-13-2013