

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1**

DUTIES OF THE CHAIRMAN

THE CHAIRMAN SHALL:

1. Prepare for and attend regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Preside at all board meetings or inform 1st Vice and 2nd Vice of absence.
3. Perform duties as outlined in the bylaws (Art. II, III, IV, and V). In addition, ensure the appointments are made: Kitchen Manager, Web-Master, Dock Master, Media Committee, Enforcement Committee and Treasure Barn Committee.
4. Oversee and supervise the day-to-day operations of the district.
5. Vote on all matters submitted for a vote of the board of trustees.
6. Review the performance of the Park Manager.
7. Appoint committees as necessary.
8. Supervise and arrange for park elections and referendums.
9. Oversee all aspects of the district's website and Community Channel(s).
10. Conduct annual review of policies in the Employee Handbook.
11. The chairman is authorized to withdraw funds from money market and certificate of deposits.
12. Sign checks as requested.