

## **COMMITTEE RESPONSIBILITIES:**

**GROUNDS:** Schedule mowing team, ensure grounds looks inviting and fresh, Trim where needed. Spray weeds as needed. Advise board when fuel needs to be ordered for mowers. Assist maintenance if needed. Ensure Ice is available for sale at camp store and Pavilion.

**\*SCHEDULE AND ATTEND ALL WORKDAYS, ENSURE EQUIPMENT IS AVAILABLE FOR WORKDAY COMPLETION\***

**RANGE:** weed control in range area and advise board of any upcoming group activities regarding the range (membership and non-membership).

**LAKE:** Lake Water testing beginning mid-May every two weeks through September (State Regulated)

Water testing kits are sent and returned in mail, weed control, Maintain aerators for lake. Susie Shinn will advise the Lake committee when water testing kits arrive.

**BEACH:** Groom sand weekly with drag, clean trash cans weekly, replace ropes and noodles when needed, cut brush along edges and in rocks, repaint tables and docks as needed, remove goose droppings as needed.

**KITCHEN:** Serve meals on workdays scheduled, Order supplies as warranted for kitchen use, ensure area is clean including bathroom, keep calendar of events scheduled for clubhouse use.

**HUNTING:** Schedule and hold separate meetings for Hunters. Ensure all Hunting rules are followed. Report to the board any issues that arise that need addressed by the Board of Directors.

**MAINTENANCE/UTILITY:** Gather trash in common areas weekly, repair water leaks, electrical issues, change bulbs in pavilion , camp store and clubhouse as needed, Place Rid-X in septic (Dump Station) first weekend of the month March thru October, maintain mower equipment and Weed Eaters, Ensure that shower area and clubhouse restroom has toiletries available at all times. Order supplies as needed for any of the above. Advise Board when Propane needs ordered for clubhouse, coordinate with Grounds on Fuel order for mowers. Complete test for drinking water (State Regulated) twice a year. Complete Drinking Water Nitrate test before the end of august. PDC

labs will send kit to be used in mail. Maintain bleach and treatment in water room of clubhouse. Weed control around maintenance shop.

**SHOWERS:** Maintain cleanliness of showers weekly, check on toiletries and advise maintenance if you need supplies.

**ATVS:** Issue ATV stickers to membership, ensure that noise level complies with club standards. Ensure Insurance cards are up to date. Complete paperwork and money exchange in Clubhouse office.

**ACTIVITIES:** Schedule and oversee activities throughout camping season. Produce a seasonal calendar of planned events by April 1, 2020. Events will then be shared on Facebook and Website for membership.

**PARKS/MEMORIAL GARDEN:** Weed control around playground, pavilion and memorial garden, maintain toys and secure items on off season in shed provided, Contact Lucky monuments for up to date engraving for memorial garden. Keep areas looking fresh and inviting throughout the season.

**TRAILS:** Examine trail conditions, remove trees, debris and brush as needed. Advise Board of issues of any abuse of trails.

**FACEBOOK:** Update Facebook Page as needed to keep information current.

**WEBSITE:** Update Website page as needed to keep information current.