

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

DUTIES OF THE CHAIRMAN

THE CHAIRMAN SHALL:

1. Preside at all board meetings
2. Appoint committees when necessary.
3. Vote on all matters submitted for a vote of the board of trustees.
4. Perform duties as outlined in the bylaws (Art. II, III, IV, and V).
5. Oversee and supervise the day-to-day operations of the district.
6. Supervise the office manager and supervise with the office manager all office personnel that are employed by the district according to the policies as defined in the district policy manual (tab 6 employee handbook):
 - a. Employment *(section 100)*
 - b. Performance evaluation(s) *(section 1000)*
 - c. Disciplinary action(s) *(section 700)*
 - d. Termination *(section 700)*
7. Sign checks as requested.
8. The chairman is authorized to withdraw funds from money market and certificate of deposits.
9. Supervise and arrange for park elections and referendums.
10. Oversee all aspects of the district's website.
11. Conduct annual review of policies in the Employee Handbook.