

# Lake County Sportsman's Club

## **POLICY 2022-01 PROPERTY MANAGER JOB DESCRIPTION**

September 2022, the board approved the volunteer position of a Property Manager. To not overwhelm one person, this position will be filled by two individuals within the club. That way there will always be one person to coordinate any repairs as needed.

The President of the board will be the final decision maker of jobs/tasks/duties to be done.

Members may notify either the Property Managers of a job to do or notify the President. Between the President and Property Managers a decision will be made.

Communication between the two property managers must be a constant.

The two positions are currently set on a 3-year term, alternating the end of the term, so there is always one knowledgeable of the position when a new property manager comes in. More will be determined about overlapping terms later.

The Property Manager position is not a voting member on the Board. But will submit a report as needed for each monthly board meeting.