

Board Duties

*All months: monitor email, pay monthly bills, check PO Box

January

- Board meet to discuss final 2023 season plans
- Create 2023 google doc membership renewal forms and new membership applications
- Secure CPO for 2023 season and determine start date
- Prepare budget for 2023 season
- Determine items that must be repaired and determine who/how they will be repaired

February

- Edit website for 2023 season: memberships, special events, job postings, etc.
- Design and send e-blast to members about 2023 membership renewals (early bird special) and new memberships (don't forget the link to the forms)
- Post to FB & Insta about 2023 membership renewals and new memberships (don't forget the link to the forms)
- Renew PoolPass System
- Create google docs for 2023 guard applications
- Post to FB & Insta about 2023 job opportunities

March

- Begin interviewing for 2023 staff positions (have finalized by end of month)
- If planning camps for 2023, decide on camp themes, dates, and create google doc camp sign up
- If planning camps for 2023, design and send e-blast and share on FB, Insta, website.
- Contact CPO to begin preparing the pool for the season and determine how chemicals will be purchased
- Continue advertising membership renewals/new memberships
- Release paypal funds to bank account
- E-blast members/text about April Member Meeting
- Flood insurance due
- Schedule volunteer day for April, decide on board member to head up volunteer day
- Touch base with swim team coordinator and ensure dates are secured on pool calendar
- Help swim team advertise via FB/Insta/Website/E-blast

April

- Contact CPA about 990, volunteer preferred as this can be extremely expensive
- Volunteer day to ensure the grounds and pool are ready for inspection
- Schedule inspection
- Secure yard care
- Release paypal funds to bank account
- If camps are planned, be sure to continue advertising
- Continue advertising membership renewals/new memberships

- Update Memberships in PoolPass (export member renewals and new member information from google docs and put that information into the member system)
- Terminex Annual Due
- Complete Worker's Compensation audit
- Commercial Insurance policies are due
- Keep track of member referrals and reach out to each to determine how they wish to receive their referral refund (refund via paypal, credit at snack shack, credit towards next year membership)
- Advertise 2023 season schedule on e-blast, website, FB, Insta
- Schedule staff for May (be sure everyone has sent in tax forms, I9, certs; ensure staff is scheduled so that seasoned guards are mixed with new guards for training purposes)
- Update square site for snack shack

May

- Ensure 990 has been filed or the extension has been filed
- Workers Compensation Insurance Due
- Commercial Package Insurance Due
- Directors and Officers Insurance Due
- Coleman Sanitation Annual Due
- Pool Inspection
- Prep guest sign in sheets, timesheets, and daily staff checklist
- Purchase stock for snack shack, toilet paper, paper towels, soap, cleaning supplies, chemical testing kit, guard first aid packs
- Release paypal funds to bank account
- Opening day!
- Every two weeks send payroll to Payroll Plus (they will need the tax forms beforehand), pick up, place in envelopes, and distribute to staff
- Have a board member or two, along with the CPO, who receive daily chemical readings
- Purchase stock as needed
- Regularly deposit snack shack/guest fees/rental fees; ensure it is noted the breakdown of the deposit and take a photo of the deposit for records
- Schedule staff for June

June

- Purchase stock as needed
- Reprint and replace guest sign in sheets, timesheets, and daily staff checklist as needed
- Regularly deposit snack shack/guest fees/rental fees; ensure it is noted the breakdown of the deposit and take a photo of the deposit for records
- Release paypal funds to bank account
- Plan daily camp activities, secure staff for camp, purchase all supplies
- Schedule rentals and notify staff
- Ensure daily chemical readings are being sent
- Every two weeks send payroll to Payroll Plus (they will need the tax forms beforehand), pick up, place in envelopes, and distribute to staff

July

- Purchase stock as needed
- Reprint and replace guest sign in sheets, timesheets, and daily staff checklist as needed
- Regularly deposit snack shack/guest fees/rental fees; ensure it is noted the breakdown of the deposit and take a photo of the deposit for records
- Ensure daily chemical readings are being sent
- Release paypal funds to bank account
- Plan daily camp activities, secure staff for camp, purchase all supplies
- Schedule rentals and notify staff
- Every two weeks send payroll to Payroll Plus (they will need the tax forms beforehand), pick up, place in envelopes, and distribute to staff

August

- Purchase stock as needed
- Reprint and replace guest sign in sheets, timesheets, and daily staff checklist as needed
- Regularly deposit snack shack/guest fees/rental fees; ensure it is noted the breakdown of the deposit and take a photo of the deposit for records
- Ensure daily chemical readings are being sent
- Release paypal funds to bank account
- Every two weeks send payroll to Payroll Plus (they will need the tax forms beforehand), pick up, place in envelopes, and distribute to staff
- General liability insurance due

September

- Clean up day to “close” the pool (clean snack shack, bathrooms, clubhouse, stack chairs under covered pavilion)

October

- Ensure 990 info is ready if you did the extension, it's due in November

November

- Property taxes due
- 990 due if you did the extension

December

- Schedule board meeting for January to prep for next season