

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
TRUSTEE DUTIES PP 1H**

**DUTIES OF SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE**

THE SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE SHALL:

1. Prepare for and attend regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Work with other assigned Recreational Trustee to develop the yearly district recreational calendar of activities and complete/submit the required room reservation forms for all district recreational activities.
3. Arrange for all entertainment for the Seasonal Saturday Night Dances to include contacting the bands and completing the contracts.
4. Arrange all Seasonal Showtime entertainment to include completing contracts.
5. Plan the annual Christmas party for the TE residents (arrange entertainment, refreshments, door prizes, ticket distribution, etc.)
6. Plan the New Year's Eve party (arrange entertainment, refreshments, door prizes, ticket sales, etc.)
7. Attend all district seasonal recreational activities to include dances, Showtimes, and all other district recreational activities.
8. Complete all financial responsibilities to include counting all collected money from ticket sales and money taken at district events, completing required forms and depositing all money to the office.
9. Plan additional recreational activities such as movie nights, trivia nights, etc.
10. Purchasing all supplies needed for seasonal district events.
11. Work with maintenance staff to ensure event set up is completed.
12. Develop and coordinate volunteers as needed per event.
13. Complete all check requests prior to the date of performances.

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14. Ensure all contracts are correctly filed in the Seasonal Recreational Trustee binder in the office.
15. Publicize all events so residents are kept informed.
16. Serve as a back-up to the other District Recreation Trustee as needed.
17. Provide updates on seasonal recreational activities during board meetings.
18. Sign checks as requested.