

**Board of Directors  
Position Responsibilities and Guidelines  
Betmar Swim Club**

**The President shall:**

- ensure the Swim Board's compliance with their bylaws as well as Betmar Owners/Acres' bylaws (and current policies and procedures), while maintaining consistent and open communications with the Betmar Owners/Acres Board of Directors, the Trustees and Properties
- oversee operations and ensure appropriate and timely communication of all significant issues related to 1) maintenance and upkeep of the pools; 2) maintenance and upkeep of decks and surrounding area; 3) security; 4) finance; 5) membership; 6) opening/closing; and 6) fundraising activities
- ensure Swim Club representation at all Betmar Owner/Acres Board meetings
  - if unable to attend, appoint another member of the Board to substitute
  - report any relevant information from the Owners/Acres Board meeting at the next Swim Club Board meeting
- preside at Swim Club Board and General Membership meetings
  - collaborate with the Secretary to prepare agendas for distribution one week before each Board Meeting
- sign all papers and documents requiring the President's signature
- meet with the Bank in April after the Annual Meeting to provide letter with new check signing and debit card information and to sign required paperwork
- provide results of state inspections and permits to Deck Manager for posting at the pools; ensure proper response and remediation of any issues identified
- nominate all committees and be a member of all committees except the Nominating Committee
- ensure a Nominating Committee is appointed no later than the November meeting
- present the recommended Nominations/Slate of Officers at the February meeting
- oversee voting, if necessary, at the March Annual Membership Meeting
- review all reported rules infractions and take the appropriate course of action i.e., signs, letters, hearings, etc. per the Membership Guidelines and Rules
- ensure installation of new officers takes place at the April Meeting
- develop a budget that will cover the cost of the President's activities and submit in writing at the November Board meeting
- review all draft budgets presented at the November meeting and work with the Treasurer to develop a final draft for distribution and discussion at the December Swim Board meeting

**Revised: March 2025**

**The Vice President shall:**

- act in the absence of the President and perform duties delegated by the President
- advise/support all social and fundraising activities
- solicit and consider suggestions from Swim Club members regarding social events and methods of raising funds and present them to the Board for consideration and approval
- ensure there is an “owner/chairperson” assigned to each approved fundraiser
- communicate the requirements for recordkeeping and reporting of results to each owner/chairperson; periodically collect the results, and present the status of all current and planned fundraisers at Monthly Board and Membership meetings
- request that each owner/chairperson prepare deposit slips for income/sales and requests for reimbursement of expenses (with receipts required) and collect them at least monthly
- review and submit owner/chairperson requests for reimbursement to the Treasurer and make bank deposits (to FNB Pasco) when received; provide deposit receipts to the Treasurer
- update the Treasurer on the results of each fundraiser at least monthly
- submit final results report, including income, expenses and profit, for each fundraiser to the President and Treasurer and present to the Board
- review and initial the inventory report no later than December 1<sup>st</sup>
- develop a budget that will cover the cost of the Vice President’s activities and submit in writing at the November Board meeting

Revised: March 2025

**The Secretary shall:**

- keep an accurate and complete record of each meeting of the club and send all final, approved minutes to the Secretary of the Betmar Board at the conclusion of the fiscal year (March 31<sup>st</sup>); include agenda, attachments, and a record of all motions and voting.
- post final approved minutes on the Facebook Swim page and/or Betmar.org website
- appoint an assistant to assume the critical duties of Secretary when absent
- prepare a letter to the First National Bank of Pasco in April indicating the new board members who will have check signing authority for the coming year, as well as any requests for new debit cards and requesting removal of those who will no longer have such privileges; letter must include a copy of the approved March minutes
- provide the annual bank letter to the President for signature prior to meeting with the bank to complete required paperwork
- provide all board members with a reminder of the monthly Board Meeting details (time, date, and location) as well as the agenda, the minutes of the previous meeting, and any reports for advance review (due by the Monday before each Board meeting)
- provide reminders of the Swim Board Meetings and the General Membership Meetings at least one week prior to the actual meeting (may include emails, Betmar.org website/ calendar, Swim Facebook, Bulletin Boards and White Boards at pool, etc.)
- maintain and administer the official Betmar Swim Club Facebook group/page and verify new member requests prior to acceptance in the group
- from the list of new members, determine if they are already signed up for Facebook, and if not, send an email asking if they would like to join the group (with instructions)
- as membership applications are received, update the Swim Club's email list
- file the list of Swim Club officers with the Betmar office after installation in April
- maintain and update the Swim Club Handbook as needed, make available to all members and the board
- work with the Betmar webmaster to maintain and update the Swim Club Website
- reserve the meeting
- review and initial the inventory report no later than December 1st
- develop a budget that will cover the cost of the Secretary's activities and submit in writing at the November Board meeting

**The Treasurer shall:**

- keep a complete record of all monies received for Membership, fundraising, and any other miscellaneous income in Quickbooks
- pay bills upon the order of the Swim Club Board
  - all bills must be authorized by the Board member responsible for the expense
  - all contracts must be reviewed by the Swim Club Board, be approved by Betmar Owners, Inc., and then passed to the Trustees for final approval and signature. The Swim Club reimburses Betmar Acres Club, Inc. for the cost during the life of the contract.
  - ensure unbudgeted expenses are approved by the Swim Board (must also vote on any changes to the approved budget); in an emergency, the President may approve unbudgeted expenditures for ratification by the Swim Board
  - send any Swim Board approved budget changes to the Betmar Owners Board for approval and to the Trustees for processing.
  - ensure receipts are received prior to reimbursement
  - all bills and reimbursements must be paid by check or bank transfer
  - checks over \$100 need two signatures from the approved signatures on record at the First National Bank of Pasco. Usual approved signatures are President, Treasurer, Membership and any Board Member designated by the President
- report current financials monthly at the Betmar Swim Board and Membership meetings, including beginning balance, receipts, disbursements, and ending balance
- submit a monthly report to the Finance Chairperson of Betmar Owners, Inc.
  - report should contain a copy of current month check register, a copy of Summary/Detail Reconciliation reports, a copy of Detail/Summary Profit and Loss statements and original receipts and deposit slips
- work with the VP to ensure/verify the accurate recording and safeguarding of fundraising tickets, inventory for sale, and monies received
- annually, gather and prepare a “Proposed Budget” for the next fiscal year:
  - Each Board member should submit their budget requests for the coming fiscal year in writing at the November Board meeting
  - Board will review and discuss the preliminary budget at the December meeting and set the new membership fee
  - Treasurer will submit the draft budget including the proposed membership fee to the Betmar Owners Board by their December Board meeting (third Thursday of the month)
  - Record any changes and submit final budget to the Betmar Owners Treasurer no later than the second Tuesday of February
- annually, submit the books for audit by the Finance Chairperson of Betmar Owners, Inc.
- monitor all monies held in “Reserves,” which are under the control of the Betmar Owners Board per the Bylaws; ensure documented approval of the amount and purpose of all reserves held.
- collect, review and prepare the consolidated master Swim Club Inventory Report for submission to the Betmar Board no later than December 31<sup>st</sup>

Revised: March 2025

**The Membership Director shall:**

- issue registration forms, collect registration fees, Guest Donations, and “lost fob” fees
  - ensure the Betmar Office has enough forms for members who are renewing
  - ensure the supply of fobs necessary for replacement issues
- make membership deposits in a timely manner
- activate new/renewing fobs in a timely manner
- collect, from the Betmar business office, all membership applications and renewals
- prepare revised membership renewal forms in December
  - give to Secretary for posting on the Betmar Swim Club website, the Swim Club Facebook page and Betmar.org
  - provide the revised form to the Betmar office
- keep accurate records of memberships/renewals and distribute membership identification
  - members must be in good standing with Betmar Owners/Acres to join the club
  - list of delinquent members will be provided by the Betmar office
  - privileges will be suspended until that person becomes “current”
- provide the secretary with completed/processed applications for entry into email/volunteer database
- provide the Swim Treasurer with a statement of monthly sales taxes due
- through the Swim Club Treasurer, provide the Betmar Finance Committee:
  - a list of the members who joined/renewed that month
  - forward current original Guest Sign-In sheets from the two pools
- Effective January 1, 2023: **new** members who join in January or February will have their membership activated immediately for the coming full fiscal year (cost to include prorated one or two months (March free), plus full year initiation and membership fees).
- communicate with Security to ensure the smooth operation of the electronic Access System
- review and initial the inventory report no later than December 1st
- develop a budget that will cover the cost of the Membership Director’s activities and submit in writing at the November Board meeting

Revised: March 2025

**The Security Manager shall:**

- update and maintain the electronic sign messages at the Large Pool
- monitor membership compliance with the rules as necessary and confirm infractions reported by membership or the Board by reviewing security camera footage and documenting the date, time and parties involved
- once an incident is confirmed, submit details to the President for formal action per the Swim Club Membership Rules
- notify the Membership Director of any problems with the electronic Access System
- communicate with Betmar Properties, as needed, to maintain the operation of surveillance systems
  - Swim Club uses State Alarm (four cameras)
  - Betmar has a separate system with cameras facing each of the pools
- review and initial the inventory report no later than December 1st
- develop a budget that will cover the cost of the Security Manager's activities and submit in writing at the November Board meeting

Revised: March 2025

**The Pool Deck Manager shall:**

- maintain the pool decks and surrounding area
  - areas should be clean and tidy
  - report any problems with ants or plants to Properties
  - suggest ideas to improve the looks and safety of the pool areas and grounds surrounding the pools
  - maintain safety devices on walls around the decks
  - maintain chairs and lounges
- check and replenish blank guest sign in sheets as needed
- maintain the Bulletin Boards outside each pool gate ensuring all information is current
  - Standard Seasonal Hours of Operations
  - Cold-Weather Opening Policy
  - Current Board members and contact information
  - Next Picnic at the Pool Date
  - Membership information (costs to join, who to contact, etc.)
  - current Florida Department of Health Permits and results of inspections
- in the absence of the Security Manager, update the electronic sign messages
- display “sandwich boards” announcing Swim Board and General Membership meetings outside the gates one week before the meetings
- communicate with the pool cleaning company, through Properties, as necessary
- report issues with pool/spa blanket covers to Pool Equipment Manager
- monitor/supervise the cleaning of the washrooms
- coordinate the decoration of the fences at holiday time
  - lights, garland, wreaths, bows
  - decorate the week after Thanksgiving
- coordinate the removal of trash from the large trash receptacles
- communicate supply needs to the Betmar Office (i.e., paper towels, toilet paper, cleaning products, etc.)
- coordinate, with the Pool Equipment Manager, the semi-annual volunteer cleaning of the fences, furniture and decks
- coordinate small pool shower area cleaning as needed
- review and initial the inventory report no later than December 1st
- develop a budget that will cover the cost of the Pool Deck Manager’s activities and submit in writing at the November Board meeting

**The Pool Equipment Manager shall:**

- maintain the pool equipment areas, and monitor the operation of the pumps, filters, heaters etc.
- update checklists and logs as needed to document routine checks and ensure Pool Maintenance Company performance on days they are scheduled
- test the pools and both spas for water pH and chlorine level on days the Pool Company is not scheduled to do so; record in the log and report any significant issues to the Pool Company and the President
- report significant issues and problems to the Pool Company and the President right away
- based on weather, place (November) and remove (April) the large pool blanket rewriter from the large pool deck
- periodically check the battery during the season
- periodically inspect large/small pool and spa blankets for wear and tear
  - worn materials need to be brought to the Board for discussion as replacements may take several months for delivery
  - all strapping should be secure
- communicate any Deck Manager concerns to the Pool Maintenance Company
- oversee the purchasing of all materials needed to keep the pools in good condition
  - submit invoices/receipts to the Treasurer in a timely manner for payment
- authorize and coordinate volunteer work performed at the pools
  - e.g., rebuilding of spa blanket racks, motors
- coordinate, with the Deck Manager, the scheduled semi-annual volunteer cleaning of the fences, chairs and lounges; notify Secretary for posting of pool closure on Facebook and via Betmar email; ensure signs at the pool at least one week ahead of the date
- review existing and any new contracts and discuss with Board as needed, including performance of the Pool Maintenance Company
- review and initial the inventory report no later than December 1st
- develop a budget that will cover the cost of the Pool Equipment Manager's activities and submit in writing at the November Board meeting



**The Opening/Closing/Training Manager shall:**

- during cold weather months (October 1<sup>st</sup> through March 31<sup>st</sup>) when pools need to be covered, schedule 3 volunteers (or two couples) each week to open/close the pools:
  - Membership provides a list of potential volunteers at renewal/registration time
  - Use Facebook and Betmar.org to recruit volunteers as needed
  - record volunteer schedules in an appropriate log and provide copies to the Treasurer and/or other board members as backup
  - maintain the master logbook of volunteers past and future with dates; name, address, telephone numbers, and emails
- during cold weather months, greet and train all openers and closers:
  - pick up keys and instructions/checklist packet Saturday evening for the next group of volunteers and meet new group on Sunday mornings. Train as needed.
  - produce letters to confirm schedules and maintain paperwork
  - send texts each week to volunteers to confirm meeting times for first day (half hour before opening and at closing)
  - Acknowledge volunteers on Facebook and Betmar.org website every few weeks
- during cold weather months, make the determination as to whether the pools will be opened or closed each day based on the projected high temperature and communicate closures in a timely manner (preferably day before) through the Facebook page and proper signage at the pools.
- pools are not typically closed due to inclement weather. Volunteers should use judgment when conditions are not safe and postpone open/close until it is safe to do so.
- during warm weather (April 1<sup>st</sup> through September 30<sup>th</sup>) only two volunteers are needed per day and they typically pass their keys along without opener/closer intervention.
- maintain and update opening and closing checklists to include all required tasks
- communicate with Deck and/or Pool Equipment Managers if any issues or problems are reported
- review and initial the inventory report no later than December 1st
- develop a budget that will cover the cost of the Open/Closing/Training activities and submit in writing at the November Board meeting