

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
TRUSTEE DUTIES PP1I**

**DUTIES OF CONTINUING RECREATION TRUSTEE**

THE CONTINUING RECREATION 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 and organize 3<sup>rd</sup> Tuesday night Potlucks.
4. Arrange and provide materials as needed for various continuing activities with pre-approved spending of \$500.00 as outlined in the budget (special line item in budget):
  - Bingo
  - Cards,
  - Etc.
5. Plan and implement district Coffee Break program during season.
6. Arrange and organize all continuing activities that may occur (picnics, beach party, Showtimes, etc.) during off season.
7. Arrange to do summer movies.
8. Serve as a back-up to the other District Recreation Trustee as needed.
9. Arrange for the hiring of all bands for summer Saturday Night Dances.
10. Sign checks as requested.