

2015 RVSC Board Elections

Help keep RVSC the place to be during the Summer!
Your leadership, input, and time is vital! Run for office!

There are 5 executive positions and 3 board member positions at large on the ballot. Every position has a current elected officer ready to train over the summer so that you will feel confident and ready to roll come August 2015. The President position will take effect in June; however Gina Moy will assume the Past President position to allow for mentoring and a smooth transition. Executive positions are typically held for 2 years, while Member at Large positions have no term limits.

The board works together to maintain the pool, manage membership enrollment, hiring staff to handle the day-to-day operations, establish pool rules and plan for future improvements. Collectively, the board works to keep RVSC a family – friendly place for Regular and Sponsored Members. We need you, RVSC Member, to review the list of positions, consider if any of them are a good fit for your skill set, and then throw your hat into the ring!

The election schedule is as follows:

Collection of Nominations:

- Accepting at this time via email @ CKIPRN@aol.com
- Sign-up Nomination Sheet will be at RVSC during Spring Clean – Up (May 9, 10, 15, 16)

Elections:

- Vote by Ballot Memorial Weekend: May 23, 24, 25 until 4 pm at the pool
- Vote by email: CKIPRN@aol.com May 23 & 24

Announcement of Elected Board Members:

- May 25th at 5:30 pm at the RVSC Board Sponsored BBQ & General Member Meeting

Attached is a detailed list of the open positions and the responsibilities. Please take a few minutes to review and if you are interested in running contact Cathern Kipsey at CKIPRN@aol.com, one of the Election Chairs.

Warmest Regards,

Cathern Kipsey & Veronica McCaffrey

RVSC Board Positions

Position	Responsibilities
President	<ul style="list-style-type: none"> • Sets RVSC calendar, schedules monthly meetings, and sets agenda • Maintains pool insurance policies • Reviews all inspections and reports on pool • Hires (with board) the pool manager & summer staffing • Compiles Pool SOP book • Works with committee/board members in charge of special projects, snack shack, spring clean-up, fall clean-up, and pool service • Communicates with RVSC members via Yearly Dues Letter • Provides updated forms and information to the website • Receives & manages all member complaints, suggestions and member relations • Rewriting of By-Laws as needed • Delivers signed paychecks to pool for staff pick up <p>*Must be a Regular Member (in neighborhood)</p>
Vice-President	<ul style="list-style-type: none"> • Oversees special projects (obtains bids, informs board, and organizes work) • Works with board & committee members to ensure playground, grounds, chairs, and umbrellas are maintained • Assists with spring and fall clean-up
Treasurer	<ul style="list-style-type: none"> • Receives payments and bills from PO Box weekly • Utilizes Quick Books to manage accounts, pay bills, and provide monthly Profit & Loss reports • Reports to Membership Secretary on outstanding dues • During pool operating hours obtains cash deposits from snack shack • Record payroll in Quick Books: RVSC uses bookkeeper to handle payroll for pool employees. Manager reports lifeguard hours to bookkeeper who then delivers payroll to treasurer for recording, signing & obtaining President's signature. • Treasurer provides necessary documentation to bookkeeper for tax purposes and ensures taxes have been filed. <p>*Must be a Regular Member (in neighborhood)</p>
Membership Secretary	<ul style="list-style-type: none"> • Maintains organized membership list of current members, waiting list, and past members in an EXCEL spreadsheet. • Maintains updated contact list for President of board members & committee members • Handles all applications and membership questions • Obtains applications from treasurer and keeps on file • Sends acceptance letters to new members • Assists with Spring & Fall clean-up
Board Secretary	<ul style="list-style-type: none"> • Takes minutes at meetings & sends out to board members • Generates and prints mailing labels for the newsletter in March • Assists with Spring & Fall clean-up
Past President	<ul style="list-style-type: none"> • Provides guidance to current president and board members
Spring Clean-up Chair (s)	<ul style="list-style-type: none"> • Assists with the organization of Spring clean-up to prepare the pool for opening • Ensures the following tasks are done prior to opening: pressure washes pool covers, bleach/oxy cleans lounge chairs, cleans up tables & chairs, sets up umbrellas, plants wine barrels with flowers, clean bathroom (floor, mats, sink, tiles, & walls)
Fall Clean-up Chair (s)	<ul style="list-style-type: none"> • Assist with the organization of Fall clean-up to prepare the pool for closure • Ensures the following tasks are done : umbrellas stored, lounge chairs stored & covered, stores chair pads, cleans out pump house & organizes for winter
Special Events Chair (s)	<ul style="list-style-type: none"> • Organizes social events at the pool for all members (4th of July, etc) • Ensures any RVSC event is posted on site, evite, volunteers arranged, collects monies as needed, decorates, assists with games, and helps with clean-up • Organizes election for chair / board positions in August