

## **Job Description Buena Vista Committee**

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

### **Buena Vista**

Buena Vista is a two-story duplex that is a spacious facility containing two rental units (Sandine's Svensk Stuga and Casa Craig) that can be rented individually or on an exclusive basis. Each side has three bedrooms, a living room with a wood-burning fireplace and a fully-equipped kitchen. The two units share a screened porch. Buena Vista is available for rental from mid-May through October. Sandines' Svensk Stuga sleeps 6-8 while Casa Craig sleeps 8-10 people.

### **Committee Membership**

- Each December the Committee Chair is appointed by the Prairie Club Board of Directors. Length of term is one year.
- In January of each year the Chair submits names of committee members to the Board of Directors for approval.
- All members must have active membership status.

### **Committee Procedures**

The Chairperson of Buena Vista carries out the goals of the Prairie Club for that property acting as a liaison between the Club office and the Hazelhurst Camp, working closely with the Senior Office Manager, the Club Treasurer and the Hazelhurst Property Manager and reporting progress to the Prairie Club Board of Directors towards achieving those goals. The Chairperson of Buena Vista also should work closely with the member of the Prairie Club Board of Directors who has been designated as a liaison to the rental facility chairs in matters going before the Board of Directors.

Responsibilities of the Buena Vista Committee include:

- Prior to the September Prairie Club Board of Directors meeting, submitting a budget covering anticipated operating income and expenses for the coming year and any proposed capital expenditures. Responding to questions from the Prairie Club Treasurer and Finance Committee. Final budget is approved at the October Prairie Club Board of Directors meeting. See Budget Development section of the Prairie Club Accounting Policies and Procedures Manual.
- Meet with the Hazelhurst Property Manager to discuss necessary repairs, major maintenance and improvements, determine appropriate steps forward and approve invoices for payment after determining the work was performed.
- Recommending to the Prairie Club Board of Directors changes in rental fees and updating letter and rules sent to renters with the rental acceptance.
- In mid-April, arranging for a general cleaning of Buena Vista, including any needed input from the Hazelhurst Property Manager and the set-up of deep cleaning by a

housekeeping service. All linens should be taken to the laundry service and re-stocked in the linen closet for the season. Replace any worn items (e.g., bedding, linens, pillows, furniture, and appliances). Both kitchens need to be organized with dishes, glassware and silverware washed. Porches and screens swept down. Confirm window washing cleaning service and ongoing pest control with the HH Property Manager.

- Inevitably, there will be household situations that occur that require immediate maintenance or repair, some of which may be extensive. Work with the Hazelhurst Property Manager to determine if the repair or maintenance is of a scale that would require his involvement and performance as the Hazelhurst Property Manager or if a more extensive solution is required that would involve hiring an outside vendor (including the Hazelhurst Property Manager's firm). In the event of a difference of opinion on the extent of work required, the Hazelhurst Camp Chair should be consulted.
- Replacement (as needed) of floor mops, brooms, toilet brushes, and shower curtains. Also arranges with the Hazelhurst Property Manager to turn on the water and hot water heater. Stock up on cleaning supplies for the bathrooms and kitchens.
- If supplies or other items need to be purchased or if extra repair and maintenance work needs to be performed, submit receipts to the Prairie Club office for reimbursement or approve invoices from vendor for work performed
- Promoting rentals of the unit through publicity in the Prairie Club publication, *The Bulletin*, and *Hazelhurst Highlights*. Consider conducting an open house in May.
- Keeping in touch with the Club office on the status of rentals (the Club office handles reservations and collection of rent deposits and fees) and reporting back to the Prairie Club Board of Directors on rental status and operations always keeping an eye on budget, income, and expenses.
- During the rental season, making periodic checks and taking corrective action on developing problems. The Hazelhurst Property Manager provides access of the keys to the renters and takes care of any day to day problems that may arise. The Buena Vista chair also is provided the code to the key box to enable access to the facility.
- At the end of the season (early November) securing the front unit for the winter. Determining that the Hazelhurst Property Manager has turned off the water. Note repairs, maintenance and improvements needed for the following year.
- Attending monthly Prairie Club Board of Director meetings and Hazelhurst Camp Council meetings
- At year-end, preparing a summary report of goals and budget achievements for inclusion in the Prairie Club's annual report to the membership.

As with all Prairie Club chairmanships, there is a good deal of freedom afforded the Buena Vista Committee. Managing the Buena Vista property requires knowledge of housekeeping -- what it takes to make a house "workable" on a budget.

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