# **Pool and Grounds**

# **Bowman Woods Pool & Racquet Club**

# **Board Position Overview**

# **Reviewed 2017**

* Oversee the clubhouse, land, tennis courts and equipment operation.
  + Must know pool chemistry and operations of the pool itself. Responsible for pool chemical budget and utility budget.
  + Work closely with pool management regarding water quality and operations.
  + Responsible for all pool safety supplies, and ensuring they are in working order.
  + Must be in tune with Health Department Report, and any upgrades/enhancements per their request.
* Work closely with outside vendors, particularly pool vendors for expertise, chemicals, answers, and guidance.
  + Coordinate with pool vendors for opening the pool in the spring, and closing the pool in the fall.
  + CPO certification helpful.
* General Responsibilities include:
  + Order chemicals from vendors (chlorine, stabilizer, test kit, etc.)
  + Install tennis court nets in the spring – April 1st, and remove in fall (may stay up for winter depending on board preference)
  + Coordinate utilities being turned on in the spring
  + Set important dates (i.e.: cover removal and opening pool for season with vendor, clean up days for members, board and staff, closing pool for season with vendor)
  + Maintain pool chemistry before staff arrives for season
  + Work with staff throughout the summer on operational issues
  + Train staff to operate the pool system and monitor/use chemicals
  + Put away all equipment for the winter
  + Set up water line winterization with plumbing service
  + Coordinate utilities being turned off in the winter