

Board Member Position Descriptions

President

The President is in the loop for all things KCP. They work closely with the Treasurer to create an annual budget and to plan for larger maintenance and improvement projects as needed for KCP. They work with the Pool Manager to make sure the pool meets all health and safety guidelines and ensures that it remains current on all permits and other legal requirements. They work with the Facilities Manager to stock/maintain all facility equipment from pool toys and ping pong paddles to shade umbrellas and gas grills. They serve as a general advisor to all other members of the board to help clarify any rules or resolve any issues that arise. They review our insurance policy annually and always keep liability in mind when reviewing changes/repairs to the facility or rules. Finally, they maintain the list of “potential members” as people express interest and help connect buyers and sellers when an existing member is looking to leave the pool.

Treasurer

The Treasurer is responsible for preparing the annual budget for review and approval by the Board (early spring) including proposing adequate dues increases and reserves for the upcoming year (to be voted on by the Members). They provide quarterly invoices to members for dues, assessments, and other fees and send collection notices for any delinquent membership accounts. They process all monthly transactions such as depositing and recording receipt of membership dues in the bank, reconciling and maintaining accurate records of bank and other accounts, processing payment of expenses and record such in QuickBooks. They process all required payroll transactions, ensuring that required forms are received and remain on file and lifeguards are paid in a timely manner. They prepare and file all required payroll related tax returns and prepare and file all necessary documents with the IRS, State of Washington, etc. Additionally, they maintain the membership ledger and prepare the transfer of title upon sale of memberships and provide budget vs. actual financial reports to the Board as necessary.

Website and Member Communications Manager

The Website and Member Communications Manager has both strong technical skills and is a good communicator. They regularly update and maintain the KCP website to ensure accurate and current information. They implement security measures, monitor website performance, and address any technical issues promptly. They maintain and update the membership email list using Mailchimp and assist Board members as needed with any membership communications or other technical support.

Pool Manager

The Pool Manager is primarily responsible for the health and safety of the swimming pool itself. This is a year-round job with a heavier commitment from May-September when the pool is in use. This role includes identifying, scheduling, and managing a team (of other KCP members) to do twice-daily checks of things like pool chemicals and water temperature and to periodically remove leaves and backflush filter tanks. In the off season, pool checks are done weekly. The Pool Manager works with the President and Treasurer to identify and schedule any maintenance and repair issues for the pool as needed.

Facilities Manager

The Facilities Manager coordinates all aspects of KCP other than the swimming pool and related pool equipment. This is a year-round job with a heavier commitment from May-September when the pool is in use. This role includes identifying and managing a team (of other KCP members) to help with regular tasks. The Facilities Manager is responsible for scheduling outside vendors for things like landscape maintenance and cleaning of the common areas and bathrooms. They also provide general oversight, ensuring that the facilities are in proper working order. This may include things such as changing light bulbs, bringing garbage and recycle bins to/from the street for the designated pickup day, and making sure the plants are watered. The Facilities Manager also manages the spring clean-up, preparing the list of tasks that need to be done and tracking the members who complete each task. The completed list is provided to the Treasurer so that member accounts can be billed for those who opt to pay rather than volunteer. In the off-season, they are responsible for ensuring heaters are turned on when below 30 degrees and that leaves and other debris are periodically cleaned. The Facilities Manager also advises the President on maintenance/security needs for the overall facilities.

Social Events Chair

The Social Events Chair is in charge of facilitating the food and drinks for the KCP Annual Meeting, as well as 1-2 other summertime events such as a Bingo Night or Movie Night. The Social Events Chair works with the Lifeguard Coordinator to plan the ice cream social to introduce the lifeguards to the members. The Social Events Chair plans the start-of-season and end-of-season parties for the KCP membership and is responsible for communicating details of all social activities to the membership.

Lifeguard Coordinator

The Lifeguard Coordinator hires and manages the lifeguards for each season. This includes identifying, interviewing, and hiring staff in the early spring, scheduling guards for all shifts and swim lessons, and training and completing necessary paperwork and materials for the lifeguards before the start of the lifeguard season. From late June to the end of August, they will also be responsible for supporting lifeguards as needed, collecting and reviewing timesheets (and remitting them to the Treasurer), and communicating with membership about lifeguard availability.

Calendar Manager

The Calendar Manager is the primary contact point for all member-reserved parties. They work with any member who wishes to reserve a party date to make sure the date is available and recorded on the official Calendar. They are responsible for ensuring any member hosting a party is aware of and follows all rules (length of party, maximum number of guests, hiring a lifeguard if necessary, ensuring that the party is posted appropriately to notify other members, etc.). They notify the Treasurer of usage/cleanup fees to be collected.

Supplies Manager

The Supplies Manager is responsible for ensuring that all cabana and restroom supplies are stocked and available for membership use. This involves inventory and restocking approximately every two weeks for the KCP season (May-September).

In addition to Board positions, there are two support teams that have regular responsibilities but are not expected to attend board meetings.

Support Team Members

Pool Maintenance Crew Member

Members of the Pool Maintenance Crew help the Pool Manager with day-to-day pool tasks such as chemical checks, pool vacuum, backflushing the filter tank, and changing chemical barrels. Crew members will typically be “on-duty” approximately one week a month from May to September. During your on-duty week, you will be responsible for checking chemicals and water levels and on-call for any pool-related issues. In the off season, pool maintenance members help the Pool Manager to check the pump and water levels as needed.

Facilities Crew Member (new)

Members of the Facilities Crew help the Facilities Manager with day-to-day facilities tasks. These may involve regularly scheduled tasks (e.g. taking out/in the garbage cans weekly) or “as needed” tasks such as blowing off the walkways and sports court, turning on heaters when the temperature drops, changing a burnt-out lightbulb or other minor repairs. Crew members should expect to be called on to help approximately 2-4 hours per month during the KCP Season (May to September) and 1-2 hours per month during the off-season.