

# **Job Description**

## **Family Cottage 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.

### **Family Cottage**

The Family Cottage is an all-season duplex (Ravinia and Windsong). Each unit in the Family Cottage is a spacious one-bedroom rental with a loft, a living room, a gas fireplace, a private screened porch and a fully-equipped kitchen. Ravinia and Windsong each sleep 4-6 people. Each unit's downstairs bedroom has one queen-size bed. Each loft accommodates four people with two twin beds and one twin trundle bed.

### **Committee Membership**

- Each December the Committee Chair is appointed by the Prairie Club Board of Directors.
- 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 Chair of the Family Cottage 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 Chair of Family Cottage 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 Family Cottage Committee include:

- Prior to the September Prairie Club Board of Directors meeting, submitting a budget covering anticipated operating income and expenses for 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-May, arranging for a general cleaning of Windsong and Ravinia with the cleaning service. This general cleaning includes washing of bedspreads, blankets, pillow covers, mattress pads, cleaning of floors, cobwebs inside cottages and porches. Replacement (as needed) of mops, brooms, toilet brushes, and shower curtains as well as household items such as cookware, glassware, dishware and cooking utensils. Stocking of cleaning supplies. Keeping in touch with the cleaning service as well for any issues (e.g., extremely messy renters, presence of dog hair) that arise.

- 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.
- If supplies or other items need to be purchased or if extra repair and maintenance work needs to be performed, submitting receipts to the Prairie Club office for reimbursement or approving invoices from vendors for work performed.
- Promoting rentals of the unit through publicity in the Prairie Club publication, *The Bulletin*, and *Hazelhurst Highlights* upon request.
- 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 day to day problems that may arise.
- Attending 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 Family Cottage Committee. Managing the Family Cottage property requires knowledge of housekeeping -- what it takes to make a house "workable" on a budget.

#### Prairie Club Expression of Appreciation

The Prairie Club appreciates the extensive volunteer efforts involved in serving as the Family Cottage Chair. The Prairie Club recognizes that in performing the responsibilities set forth in this job description, many of those duties must be performed onsite at the rental facility. Onsite involvement is particularly necessary in readying the rental facility at the beginning of the rental season and determining that the facility is rental-ready. Quarterly site visits to the rental facility are encouraged but not mandatory and may depend on rental volume and the need to respond to particular issues, e.g., need to replace an appliance on a timely basis.

As an expression of appreciation for the rental chair's extensive efforts, the Prairie Club agrees to provide the rental facility without charge to the rental chair and immediate family during any required work-related onsite visit as long as the rental facility is available, i.e., not otherwise rented. The rental chair is to notify the Prairie Club President, Camp Hazelhurst Property Manager, and Prairie Club Senior Office Manager of the timeframe and scope of any intended onsite visit.

To the extent the rental chair invites individuals not in the immediate family to join the chair for this timeframe, those individuals will be charged the standard rental rate for the particular facility and season and are expected to follow all appropriate camp rules as if they were renting the facility. The rental fee charged will depend on the facility. For example, separate room rates for the Farmhouse are specified and would be charged based on the specific room and season. For Buena Vista and the Family Cottage, a pro-rata fee as determined by the Prairie Club Senior Office Manager would be assessed.

Updated: July 2021