

Job Description

Spring Grove Lodge 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.

Spring Grove

The Spring Grove Lodge has seven bedrooms, each sleeping 4-5 people. The lodge has a large fully equipped kitchen and two family rooms with wood burning fireplaces. The Lodge includes a large scenic deck overlooking a spring-fed pond. The Nippersink Creek winds through 24 acres of wooded land.

Committee Procedures

The Chairperson of the Spring Grove Lodge carries out the goals of the Prairie Club for that property acting as a liaison between the Club office and the Spring Grove Camp, working closely with the Spring Grove Camp Chair, the Prairie Club Senior Office Manager, Prairie Club Treasurer and the Spring Grove Caretaker and reporting progress to the Prairie Club Board of Directors towards achieving those goals. The Chairperson of the Spring Grove Lodge 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 Spring Grove Lodge 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 Spring Grove Camp Chair and the Spring Grove Caretaker 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 the Spring Grove lodge, including any needed input from the Spring Grove Caretaker. All linens should be taken to the laundry service and restocked in the linen closet for the season. Replace any worn items (e.g., bedding, linens, pillows, furniture, and appliances). The kitchen needs 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 Spring Grove Caretaker.
- Inevitably, there will be household situations that occur that require immediate maintenance or repair, some of which may be extensive. Work with the Spring Grove Caretaker to determine if the repair or maintenance is of a scale that would require his involvement and performance as the Spring Grove Caretaker or if a more extensive solution is required that would involve hiring

an outside vendor. In the event of a difference of opinion on the extent of work required, the Spring Grove Camp Chair should be consulted.

- Replacement (as needed) of floor mops, brooms, toilet brushes, and shower curtains. Also arranges with the Spring Grove Caretaker 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 need to be performed, submit receipts to the Prairie Club office for reimbursement or approve invoices from vendor for work performed.
- Clean the paddle boats
- Promoting rentals of the lodge through publicity in the Prairie Club publication, *The Bulletin*. 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, coordinate with the Spring Grove Caretaker to clean, sweep, mop and vacuum floors; wipe down counter and tables and cabinets; clean out refrigerator; clean all bathrooms and rooms; clean the decks; take garbage out; clean windows; check for rodents
- At the end of the season (early November) securing the lodge for the winter. Determine that the Spring Grove Caretaker has turned off the water. Note repairs, maintenance and improvements needed for the following year.
- Attending monthly Prairie Club Board of Director 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 Spring Grove Lodge Committee. Managing the Lodge property requires knowledge of housekeeping -- what it takes to make a house "workable" on a budget.

Updated: January 2021