

KCYM JOB DESCRIPTION CLUB HOUSE MANAGEMENT CHAIRMAN 2025-2026

Job Description: She shall meet regularly with the Director of Property Management and shall assist her in the day-to-day maintenance and repair of the Club House.

List of Duties

- 1. AUTOMATIC – Chairman:** a) Club House Management Committee
- 2. AUTOMATIC COMMITTEES – Member:** a) Club House Set-up; b) Property Management
- 3. YOUR DIRECTOR IS:** Director of Property Management
- 4.** She shall attend the May, September and January Joint Board of Directors/Standing Committee Chairmen Meeting and all Business Meetings.
- 5.** She shall work closely with the Director of Property Management, performing any of the Director's duties when assigned and/or when the Director is temporarily unavailable.
- 6.** She shall oversee the Club House Management Committee. This committee shall provide hands-on work for the Club House. For outdoors, she will be responsible for trimming, raking and weeding twice per year and also for organizing a bi-monthly schedule for weeding of beds and lawn. For indoors, she shall be responsible for polishing silver, seasonal decorating and basic house cleaning as needed. This committee shall meet twice a year, spring and fall, or more often as needed. Members shall include Director of Property Management, President, President-Elect, Commissariat Chairman and Club Courtesy Chairman, with additional sign-ups obtained on Club Commitment Day.
- 7.** She shall be responsible for assisting with arrangements for necessary repair services and regular maintenance services for the Club House, such as fire, health and termite inspections, tuning of the piano, and carpet cleaning, assigned to her by the Director of Property Management.
- 8.** She shall order all maintenance supplies needed for the Club House (inventory, purchase and supply) and conduct the annual Club House inventory.
- 9.** She shall be an important member of the Property Management Committee, assisting with obtaining bids and making recommendations regarding necessary repairs and purchases.

rev: 1/11, 2/2013, 4/2014, 2/2017, 3/2020, 3/2023, 3/2024

KCYM TIMELINE

Club House Management

2025-2026

April:

- Meet with your predecessor to learn about your job, review Blue Book and Working Notebook
- Schedule and conduct Spring cleanup (ideally after May Joint Board Meeting)
- Replenish towels, toilet tissue and soap in restrooms as needed

May:

- Committee Chairmen confirm list of committee members and prepare motion to approve committee members at Joint Board of Directors Meeting. List names in alphabetical order
- Attend Installation Day Tea
- Attend Joint Board Meeting
- Replenish towels, toilet tissue and soap in restrooms as needed

June:

- Work with Property Manager monitoring the Club House (weekly property check & weeding)

July:

Work with Property Manager monitoring the Club House (weekly property check & weeding)

August:

- Work with Property Manager monitoring the Club House (weekly property check & weeding)

September:

- Attend Joint Board of Directors Meeting
- Attend Reassembly Day Tea
- Schedule and conduct Club House inventory
- Schedule fire inspection
- Schedule and conduct Fall cleanup including polishing of silver (ideally after September Joint Board Meeting)
- Replenish towels, toilet tissue and soap in restrooms as needed
- Check supplies and purchase if necessary

October:

- Attend Business meeting
- Removed line about fall clean up-moved to Sept
- Replenish towels, toilet tissue and soap in restrooms as needed

November:

- Attend Business meeting
- Replenish towels, toilet tissue and soap in restrooms as needed
- Schedule Holiday Decorating-committee to assist

December:

- Decorate Club House for the holidays before the first December Club House Event
- Replenish towels, toilet tissue and soap in restrooms as needed

January:

- Take down holiday decorations
- Attend Joint Board meeting and read mid-year report, Email report to Electronics Chairman
- Attend Business meeting and present mid-year report
- Replenish towels, toilet tissue and soap in restrooms as needed

February:

- Schedule and conduct fire extinguisher maintenance
- Update Club Commitment Day sign-up sheet as requested by the President-Elect
- Attend Business meeting
- Replenish towels, toilet tissue and soap in restrooms as needed

March:

- Review your job description and timeline, have Director review updated information
- Assist with Club Commitment Day as requested
- Prepare working notebook to pass on to your successor
- Replenish towels, toilet tissue and soap in restrooms as needed

April:

- Meet with your successor.
- Assist incoming Club House Manager with spring Club House Clean Up
- Submit all service hours
- Submit final report and send copy to Electronics Chairman
- Replenish towels, toilet tissue and soap in restrooms as needed

rev: 2/2013, 3/2020, 3/2021,3/2023, 3/2024