

## **Lake Holiday**

### **Proposal for an additional position**

#### **From Robert Adams**

Over the last several months I have heard, and I believe other board members have heard of the office staff needing additional support with things such as maintaining website, newsletter support, email blasts, and some community recommendations on someone to support managing food trucks etc. I understand the food trucks began as a activities committee event but has really become more of a regular staple in the community over the weekends in the last 2 years and taking much time for a volunteer to manage and honestly we could argue if this is really a activity or a special event anymore as often as were doing it. Brittany Borrow has said she is not sure she can continue to support it the same way she has the last 2 years, due to her growing business and other obligations she has.

Prior to finalizing the 2022 budget, I would like to make the following proposal for a new “Event & Administrative Specialist” position. Otherwise I recommend looking at using the undesignated reserve fund as it has more than enough in it to cover at least an additional part time person. Below are just some recommended duties that this position would handle and options for the board to consider.

#### **Suggested Duties:**

- Coordinate Food Trucks
  - Call and schedule weekend and special event food trucks from April through October
  - Ensure food trucks are licensed and collect proof of licensure.
  - Socialize to community weekly food truck line up via email, and social media.
  - Notify community of any cancelations or changes.
- Support the coordination of Club House rental during peak season and ensure it has been cleaned after every event and maintained before returning deposit to renters.
- Update maintain LH Website.
- Support set up of Zoom as requested for board meetings.
- Support email blasts.
- Support & maintain LH newsletter
- Other duties as assigned by GM.

#### **Option A**

- Temporary Part-time position not to exceed 2 years unless otherwise approved by the board to continue an additional time frame.
  - This position would be limited to 20-30 hours a week based off GM’s discretion and overall workload.

## **Option B**

- Combine these tasks with the current Temporary Staff who is handling the citations duties and make it one full-time 1- or 2-Year temporary position.

**One of these two options would allow us to see how the position goes and at the end of the 1 or 2 years the GM can make a recommendation to the board if it is still needed or the temporary position should end.**

**Please note:**

- **This position would not include benefits at this time unless it became a permanent position at a later date.**
- **This position could be asked to support large special events i.e Fourth of July etc.,**
- **The position may occasionally be asked to work over the weekend or evenings.**

**We all are here for the community and if you read the duties I have listed; this position is 100% supporting & improving our community by adding this position. I would like to make a motion the board to consider and select one of these options I have laid out.**