

Director 1, Sea Grass, Canal Mgmt, Security JOB DESCRIPTIONS

Director 1

Michael Socha

SEA GRASS MGNT:
Larry Reed

- 1 Identify, evaluate, prioritize projects
- 2 Request Bids
- 3 Contracts/1099 - to be signed by Pres.
- 4 Supervise-Inspect/Approve all expenses with co-approval by Director 1 and submit for payment to Treasurer
- 5 Record activities
- 6 Report 4X/yr to Director 1 with Budget-Actuals
- 7 Prepare Annual Report

CANAL MGMT:
ROGER Horan

- 1 Identify, evaluate, prioritize projects
- 2 Request Bids
- 3 Contracts/1099 - to be signed by President
- 4 Supervise/inspect/approve all expenses with Director 1 co-approval and submit for payment
- 5 Record activities
- 6 Report to Director 1 with Budget-Actuals 4X/yr
- Prepare Annual Report

SECURITY:
GREG SIMMIONS

- 1 Identify/evaluate/prioritize projects
- 2 Publication as necessary
- 3 Distribution of Neighborhood Watch news
- 4 Communicate notices & alerts to Block Captains
- 5 Contact law enforcement when needed
- 6 Expenses to be presented to Director 1 for co-approval and submit for payment
- 7 Prepare Annual Report