

**Chesterbrook Swim and Tennis Club
Board of Directors**

President – Jeffrey Green
president@chesterbrookclub.com

Vice President – Operations - Chris Downey
vp-operations@chesterbrookclub.com



Serving 2017-2019

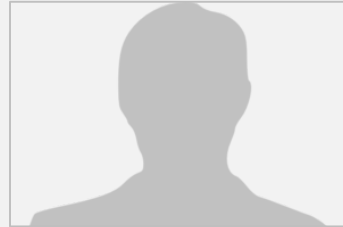
Serving 2017-2019

- The President shall
- Preside at all meetings of the members and at all meetings of the Board of Directors
 - Perform such other duties as customarily pertain to the office of the President
 - Appoint, subject to the confirmation of the Board of Directors, all standing and special committees, designating the chairman of each and, subject to the direction of the Directors
 - Serve as the authorized agent of the Club in the signing of contracts and all similar actions

- The Vice President - Operations & Maintenance shall
- In conjunction with the Club Manager, be responsible for the maintenance of the Club, including prioritizing and addressing maintenance issues, including but not limited to maintaining the grounds, parking lot, swimming pools, tennis courts, structures (e.g., pump houses, sheds) and undeveloped property as well as focusing on the execution, efficiency and suitability of the operational processes.
 - At the Club Manager's request, provide Board-level support for the Club Manager's interpretation and enforcement of all Club rules and regulations
 - Be the chairperson for the Operations & Maintenance Committee

Vice President – Personnel – Jen Mallard
vp-personnel@chesterbrookclub.com

Treasurer – Lee Bishop
treasurer@chesterbrookclub.com



Serving 2016-2018

Serving 2016-2018

- The Vice President – Personnel shall
- In conjunction with the Club Manager, be responsible for the evaluation and selection of salaried and non-salaried Club employees, including assistant managers, guards, front desk staff, snack bar staff and others not associated with specific competitive sports programs, i.e., dive, swim, and tennis, the coaches for which shall be evaluated and selected by the respective team representative Board members
 - Be responsible for all Human Resources issues and reporting requirements relating to all salaried and non-salaried Club employees, including those associated with the Club's competitive sports programs
 - Be the chairperson for the Personnel Committee

- The Treasurer shall
- Have day-to-day management and control of all funds of the Club, subject to the control of the Board of Directors
 - Provide and maintain full and complete records of all the assets and liabilities of the Club and all transactions involving those assets.
 - The financial records of the Club shall at all reasonable times be open to inspection by any member of the Board of Directors, but in no event later than three (3) business days after a request is made
 - Prepare and submit at each regular meeting of the Board of Directors and, at the annual meeting of the members, information on the financial condition of the Club and the results of

	<p>its operations as of such dates and in such forms as determined by the Board of Directors.</p> <ul style="list-style-type: none"> • Be responsible for establishing accounting policies and procedures for the effective control and protection of Club assets. • Be responsible for the preparation or, as determined by the Board of Directors, overseeing the preparation by a designated third party, of such tax reports and returns as local, state and federal agencies may require. • Be responsible for compiling and providing all information necessary to support an independent annual audit of the financial statements of the Club. • Will oversee any financial planning related to long-term strategic capital improvements, in coordination with the Strategic Planning Director. Will be the chairperson for the Finance Committee. • As considered necessary, may contract with an accountant/bookkeeper to provide and maintain the financial records of the Club and prepare such reports as deemed necessary. The outside accountant/ bookkeeper shall pay out of funds on hand all of the just debts and obligations of the Club and make disbursements as specified in Article IX, Section 2, in full coordination with the Treasurer.
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<p>Secretary/Membership Director – Houda Lohman secretary@chesterbrookclub.com</p>	<p>Communications Director – April Wade Turk communications@chesterbrookclub.com</p>
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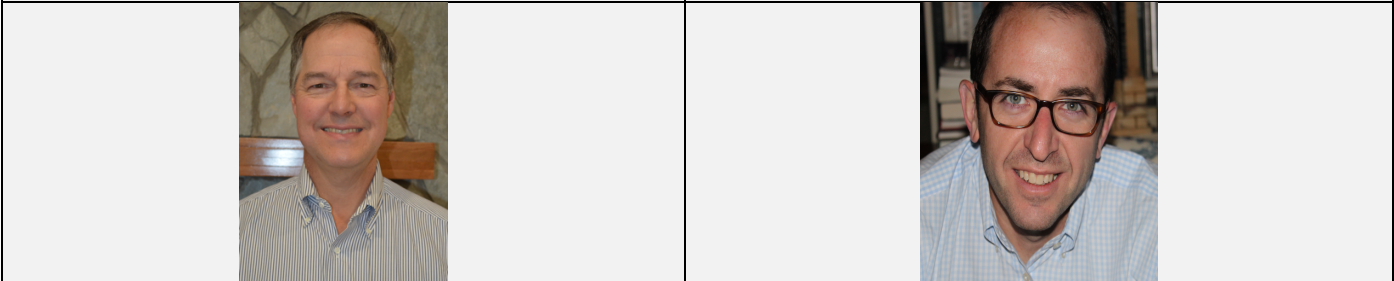
<p>Serving 2016-2018</p>	<p>Serving 2016-2018</p>
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<p>The Secretary shall</p> <ul style="list-style-type: none"> • Prepare and maintain full minutes of all meetings of the members and of the Board of Directors, and shall maintain minutes of all meetings of all Committees Cause such minutes to be made available to the membership by posting on the Club website or distribution via electronic means to the membership, each within one (1) week of the approval of such minutes by the Board of Directors • Circulate draft minutes to Directors within one week of the Page 7 of 17 conclusion of each meeting; revision (if any) and approval of the draft minutes shall be an item on the agenda of the next meeting of the Board of Directors 	<p>The Communications Director shall</p> <ul style="list-style-type: none"> • Define and implement a communications strategy that encompasses all Club activities, including communications that are club-wide and program or team-specific; and communications through all forms of media, including but not limited to print, signage at the clubhouse, online, social media, and email • Provide regular communications to membership on such Club activities, at a minimum monthly during the months of May through October • Notify members in a timely fashion with information on closings and openings due to weather or soiling • Provide all notices to members and coordinate all postings to the Club website required by these By-
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<ul style="list-style-type: none"> • Ensure that minutes are maintained on the Club website for at least one year following their posting • Cause written notice of any annual or special meeting of the members to be mailed pursuant to the notice requirements set forth in Article IV, Section 5 • Prepare and file all reports and documents required by the Virginia State Corporation Commission • Have custody of the records of the Club, the Club's safety deposit box and the Club's corporate seal • Serve as the membership director. As membership director, the Secretary shall be responsible for managing the Club's membership database, including but not limited to interpretation and enforcement of the Club bylaws and rules concerning membership eligibility, dues, and deadlines • Work with the Club's outside IT consultant to manage the annual membership database, invoice and collect annual membership dues, and any other issues related to the upkeep of membership records 	<p>Laws, and shall carry out all other communications tasks of the Club</p>
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<p align="center">Strategic Planning Director – Bob Coates strategy@chesterbrookclub.com</p>	<p align="center">At-Large Director – Stephen Driscoll atlarge@chesterbrookclub.com</p>
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<p>The Strategic Planning Director shall</p> <ul style="list-style-type: none"> • Be responsible for the long-term strategic planning of Club capital improvements • Oversee a planning process, to be updated annually as necessary, to address the long-term development needs of the Club <ul style="list-style-type: none"> ○ The capital improvement plan shall include, but not be limited to, the improvement and renovation of Club facilities including the Clubhouse, pumphouses, pool area, tennis courts and area, and parking lot as well as any other areas owned by the Club • Be the chairperson for the Strategic Planning Committee. 	<p>In order to ensure that club members of all interests and backgrounds are represented on the Board of Directors, the At-Large Director shall</p> <ul style="list-style-type: none"> • Be responsible for representing member constituencies that otherwise might not be adequately represented on the Board; and for providing a perspective that balances the interests of the club's respective sports teams and programs with the interests of the more general or recreational club users--These constituencies include but are not limited to senior citizens, long-time members of the club, recently joined members, or others that may be identified over time • Chair the Nominating Committee and be responsible for working with other Directors to recruit and develop new potential candidates for
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	<p>Board roles, as well as Class A members to serve on various standing committees in non-board level roles</p> <ul style="list-style-type: none"> • Be responsible for developing an “onboarding” program for new Board members that will include review of Club By-Laws, history, and finances
<p>Dive Team Rep – Katy Beach dive@chesterbrookclub.com</p>	<p>Dive Team Rep – Jennifer Bream dive@chesterbrookclub.com</p>
	
<p>Serving 2016-2018</p>	<p>Serving 2017-2019</p>
<p>The Dive Team representative shall be primarily responsible for matters concerning the operation of the Club’s Dive Team, including but not limited to evaluating and selecting salaried and non-salaried staff and representing the Dive Team to the Board, to the Northern Virginia Swim League and to other league teams.</p>	<p>The Dive Team representative shall be primarily responsible for matters concerning the operation of the Club’s Dive Team, including but not limited to evaluating and selecting salaried and non-salaried staff and representing the Dive Team to the Board, to the Northern Virginia Swim League and to other league teams.</p>

<p>Social Activities Director – Kimberly Osborne social@chesterbrookclub.com</p>	<p>Social Activities Director – Ileana Perotti social@chesterbrookclub.com</p>
	
<p>Serving 2017-2019</p>	<p>Serving 2016-2018</p>
<p>The Social Programs Director shall be primarily responsible for the organization and conduct of social events for the members of the Club.</p>	<p>The Social Programs Director shall be primarily responsible for the organization and conduct of social events for the members of the Club.</p>

<p align="center">Swim Team Rep – Chris Kuzmuk swimteam@chesterbrookclub.com</p>	<p align="center">Swim Team Rep – Kelly Soh swimteam@chesterbrookclub.com</p>
	
<p align="center">Serving 2016-2018</p>	<p align="center">Serving 2017-2019</p>
<p>The Swim Team representative shall be primarily responsible for matters concerning the operation of the Club’s swim team, including but not limited to evaluating and selecting salaried and non-salaried staff and representing the swim team to the Board, to the Northern Virginia Swim League and to other league teams.</p>	<p>The Swim Team representative shall be primarily responsible for matters concerning the operation of the Club’s swim team, including but not limited to evaluating and selecting salaried and non-salaried staff and representing the swim team to the Board, to the Northern Virginia Swim League and to other league teams.</p>
<p align="center">Tennis Team Rep, Junior Teams – Ki Buursink tennisteam@chesterbrookclub.com</p>	<p align="center">Tennis Team Rep, Adult Teams – Heather Pearce tennisteam@chesterbrookclub.com</p>
	
<p align="center">Serving 2017-2019</p>	<p align="center">Serving 2016-2018</p>
<p>The Tennis Team representative shall be</p> <ul style="list-style-type: none"> • Primarily responsible for matters concerning the operation of the Club’s Tennis Teams, including both junior and adult teams • Responsible for, but not limited to, evaluating and selecting salaried and non-salaried staff, representing the Tennis Teams to the Board, to the Northern Virginia Tennis League and Tysons Cup Leagues, and to other league teams 	<p>The Tennis Team representative shall be</p> <ul style="list-style-type: none"> • Primarily responsible for matters concerning the operation of the Club’s Tennis Teams, including both junior and adult teams • Responsible for, but not limited to, evaluating and selecting salaried and non-salaried staff, representing the Tennis Teams to the Board, to the Northern Virginia Tennis League and Tysons Cup Leagues, and to other league teams
<p>Tennis Court Activities Director – Caroline Holt tennis@chesterbrookclub.com</p>	<p>Tennis Court Activities Director – Lori Wright tennis@chesterbrookclub.com</p>
	
<p align="center">Serving 2017-2019</p>	<p align="center">Serving 2016-2018</p>
<p>The Court Activities Director will be responsible for all non-team tennis related activities at the Club year-round; this includes spring, summer, and fall</p>	<p>The Court Activities Director will be responsible for all non-team tennis related activities at the Club year-round. This includes spring, summer, and fall tennis</p>

tennis court reservations, clinics, camps, tournaments, court maintenance, equipment purchases (balls, carts, nets, brooms, etc.), and any other matters concerning tennis court usage.	court reservations, clinics, camps, tournaments, court maintenance, equipment purchases (balls, carts, nets, brooms, etc.), and any other matters concerning tennis court usage.
Club Manager – Mike Coleson manager@chesterbrookclub.com	
	
not an elected position	
<ul style="list-style-type: none"> • Ensure smooth operation of the club throughout the year • Leader for all club staff 	