

## **Position Description**

### **Grounds Chair**

**(Approved: April 6, 2010)**

The Grounds Chair reports on and directs the activities of the Grounds Committee. The Chair and Committee are responsible for directing and overseeing maintenance and improvements to the common grounds of The Springs according to the established, Board-approved master landscaping plan.

The primary responsibilities of the Grounds Chair are as follows:

- Establishing a committee
- Organizing volunteers
- Managing vendors and contractors, including obtaining periodic bids and reviewing contracts
- Reporting activities to the HOA Board of Directors
- Preparing and adhering to an annual budget
- Responding to member correspondence
- Maintaining HOA equipment and tools

The Grounds Committee –The purpose of the Grounds Committee is to provide input and oversight to the Grounds Chair to ensure consistent application of grounds maintenance standards and practices according to the established landscaping plan. A committee of 3 to 5 members is nominated by the Grounds Chair and approved by the HOA Board. Committee members also:

- Consult and assist in developing Grounds Policies
- Assist in performing duties as requested by the Chair
- Provide the Chair with independent judgment and guidance in making Grounds-related decisions
- May report independently to the Board

The Grounds Volunteers –

- Perform maintenance work under direction of the Grounds Committee