

## **BOARD POLICY RESOLUTION No. 32 (“BP 32”)**

### **GENERAL MANAGER**

WHEREAS Article V, Section 6.3 of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt Policies (“BP” or “Policies”) not in conflict with the Restated Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS the Articles and Bylaws shall take precedence over Board Policies and the definitions in the Bylaws shall apply. The following Board Policy shall provide instruction, direction and guidelines regarding the General Manager and shall remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation shall adhere to the following policy regarding the General Manager:

Any successful candidate for General Manager must be approved by the majority of the Board of Directors. The General Manager cannot be terminated without a majority approval of the Board of Directors.

As the top manager, the General Manager (“GM”) is responsible for the corporation’s entire operations and reports directly to the Board of Directors. It is the GM’s responsibility to implement Board decisions and initiatives, as well as to maintain the smooth operation of the corporation with senior management’s assistance. Senior Management consists of Director of Finance, Director of Operations, Director of Buildings and Infrastructure, Director of Golf and Grounds, Director of Bowling and Director of Events and Entertainment. GM job performance review will be conducted annually by the President, with input from the Board of Directors.

General Manager’s key duties and responsibilities are as follows:

- Responsible for leading and directing all aspects of operations, communications and personnel of RCSC. The General Manager is given the authority to make all management decisions to meet her/his responsibilities, to include any and all expenditures, as long as such expenditures are maintained within the major categories of the approved annual budget. Major categories consist of Building and Infrastructure, Member Services, Food Service, Bowling, Golf, and General and Administrative. Transfer of budgeted funds between major categories must be approved by the Board of Directors.
- Utilize sound principals of practice and fairness for all Cardholders, homeowners and employees in accordance with RCSC policies.
- Guide and facilitate strategic planning. Provide direction to the Board to sustain financial stability and assure ongoing fiscal ability to achieve long range improvements to RCSC facilities and infrastructure while achieving the primary goal of efficiently providing services to RCSC Cardholders.
- Promote infrastructure and facility enhancements to ensure that facilities are safe and aesthetically appealing and promote programs that enhance the overall Sun City AZ experience.
- Responsible for directing high standards of customer service and operation of RCSC facilities.
- Direct management to ensure compliance with all local, state and federal laws, the Restated Articles of Incorporation, Corporate Bylaws, Board Policies, personnel policies and all other corporate rules & regulations.

- Direct management to develop and comply with personnel policy, standard operating procedures, and departmental policy and procedures.
- Direct management to provide oversight for the negotiation and control of all contracts, such as those related to construction projects, rental tenants, purchased services, facilities maintenance and purchasing agreements.
- Develop and administer, along with management, statistical indicators to evaluate ongoing services, facilities and personnel and direct new services as appropriate.
- Direct marketing for Sun City AZ and RCSC along with management.
- Provide supportive guidance to facilitate the timely and responsive oversight of employee coaching, recruitment, orientation and retention.
- Direct management to assure appropriate record keeping is maintained, including but not limited to, incidents reports relative to safety, security and environmental concerns.
- Attend meetings for RCSC and serve as liaison between the Board, personnel and Cardholders.
- Manage legal matters for the corporation.
- Responsible for maintaining the confidentiality of any and all Board and Corporate business where confidentiality is required.
- The General Manager is authorized to resolve RCSC Cardholder and Sun City property owner issues, including but not limited to; annual property assessments, preservation and improvement fees, transfer fees, late fees, lien fees, and interest charges.

Management consists of employees designated by title by the General Manager.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for members and shall be made available to members upon request at no cost.

Adopted and signed this 14<sup>th</sup> day of December, 2023 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

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Kat Fimmel, Board President

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Jean Totten, Secretary