



SKP CO-OP/RETREAT OF NEW MEXICO, INC.

Volunteering for Ranch Committees

**** Audit** - Volunteers review financial records and procedures to help ensure accuracy, transparency, and accountability within the Ranch's operations.

Beautification - Volunteers work together to keep the Ranch looking its best through painting, weeding, trimming, and occasional revitalization projects.

**** Building And Safety** - Volunteers review Lot Improvement Plans, inspect completed projects and related costs, and ensure lots are properly evaluated and prepared for reassignment.

Communication & IT - Volunteers monitor the Ranch's Facebook pages, manage the Co-op website, oversee camera systems, and handle Microsoft 365 and Ranch email support.

**** Election** - Volunteers contact members who may be willing to serve on the Board, verify quorum at SAM and Special meetings, and manage the counting and announcement of ballots and votes.

**** Finance** - The committee supports the Ranch by reviewing budgets, monitoring expenditures, and ensuring transparent, responsible stewardship of community funds.

Flag - Volunteers take charge of raising and lowering the flags each day, adjusting for weather conditions and ensuring proper half-staff observance.

Governing Documents - Volunteers review and recommend updates to all Governing Documents—including Bylaws, Standing Rules, and Policies & Procedures—for Board consideration and membership.

Library - Volunteers organize the Ranch's library's books and movies, share Book Mobile arrival updates, manage the movie collection, and help maintain the Ranch's historical archives.

**** Long Term Planning** - Volunteers propose, research, and recommend projects that support the Ranch's long-term needs, improvements, and future budgeting considerations.

**** Marketing** - Volunteers design and coordinate marketing materials for website listings, produce business cards for distribution to visitors and at Escapade.

Parking - Volunteers guide visitors to their assigned lots, assist with safe parking, help with water and electrical hook-ups and meter readings, and report any issues with lot utilities.

**** Ranch House** - Volunteers maintain the Ranch House's appearance with monthly seasonal decorating and coordinate deeper semi-annual cleanings beyond routine maintenance.

**** Storage Lot** - Volunteers maintain the Storage Lot by keeping spaces clearly marked, ensuring vehicles are properly placed, and reporting any improper or problematic items stored to the Board of Directors.

**** Utilities** - Volunteers maintain our complex RO Water System by performing daily water-meter readings, weekly water-quality testing, and monitoring for system abnormalities. They also assist with sewer-system oversight, including routine checks and responding to reported issues. In addition, volunteers help members and visitors who encounter unexpected electrical hook-up problems by inspecting the Electrical Pedestal and contacting the Ranch's electrical contractor when necessary.

Welcome – Volunteers prepare Welcome Packets for visitors and are developing future welcoming activities to help new members feel informed and connected.

**** Standing Committee**