

Greenville Unitarian Universalist Fellowship

Committee Charter

Building & Grounds Committee

Replaces "Building & Grounds" dated April, 2003
Approved by Program Council June 3, 2015
Submitted to Board of Trustees June 10, 2015

Mission:

To see that the buildings & grounds are properly used, maintained and the cost of use and maintenance is kept in control. To involve other fellowship members in the maintenance and use of the building and grounds.

Qualifications for Chair:

A common sense approach toward maintenance and building use. Enough people skills to maintain a committee of interested workers including some with specialized knowledge (construction, maintenance, landscaping, etc.) to help with solving problems.

Qualifications for Vice-Chair and Members:

Some members need specialized knowledge of maintenance, construction, landscaping, civil engineering, plumbing, electrical, etc. to actually perform repairs and maintenance and/or oversee other vendors who are contracted to perform work.

Overall Responsibilities:

To supervise building and grounds maintenance. This responsibility includes acquiring supplies for Fellowship use and monitoring equipment needs. To manage efficient use of buildings and coordinate events at the fellowship. To make recommendations for changes and additions to the buildings & grounds.

Functions:

1. Committee chair is a member of the Program Council and participates in their monthly meetings
2. Recruit, select, train and work with committee members
3. Work closely with other committees, leadership and staff as appropriate to coordinate efforts
4. Submit article/notice/announcements to the *Spark* and/or *Flame* as appropriate to publicize the work and needs of the committee
5. Develop and recommend an annual budget to accomplish the committee's work
6. Work within the allocated budget to be a good steward of the resources
7. Coordinate building maintenance and repairs. Work through the Fellowship Administrator to coordinate with the Sexton as needed.
8. Coordinate grounds maintenance. Work through the Fellowship Administrator to coordinate with the Sexton as needed.
9. Respond to emergency calls.
10. Organize and publicize monthly work days.
11. Approve (or not) and if approved, sign off on requisitions for expenses related to building and grounds.