

BUILDINGS & GROUNDS COMMITTEE JOB DESCRIPTION

PURPOSE

The Buildings & Grounds Committee is a management committee with two general functions:

- Support the staff in developing management plans for the fee-owned properties
- Coordinate volunteer assistance in implementing management plans

COMMITTEE RESPONSIBILITIES

Planning

- Assist staff in developing plans by providing information, resources and contacts
- Assist staff in developing budgets for property improvements and maintenance

Implementation

- Assist staff in planning work parties to accomplish specific tasks
- Assist staff in selecting contractors to complete necessary work
- Recruit volunteers to help with property maintenance and improvements

STAFF RESPONSIBILITIES

Planning

- Draft management plans for Board review and adoption, with input from committee
- Develop budget details for Board review and adoption

Implementation

- Write grant proposals as needed to fund projects
- Schedule and coordinate work parties to accomplish specific tasks
- Hire and supervise contractors to complete necessary work

WORK PLAN

First Quarter (Jul – Sep)

Focus on work on the properties – trail maintenance and construction; building maintenance

Second Quarter (Oct – Dec)

Complete maintenance work as needed
Begin considering work for next year

Third Quarter (Jan – Mar)

Plan projects for next summer
Develop budgets

Fourth Quarter (Apr – Jun)

Plan details of projects
Begin implementation as weather and funding allow