

PROPERTY MANAGEMENT TEAM

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– **minimum of 7 voting members**

Peter Gammon	Property Rental Co-ordinator
Don Nelson	Representative, Financial Management Team
Gary Branch	Representative, First United Church
Wayne Cormier	Representative, First United Church
David Cumming	Representative, First United Church
Milton Knowles	Representative, First United Church
Blake Mullin	Representative, First United Church
Scott Mullin	Representative, First United Church

From the names listed above, the following shall serve as

Don Nelson	Chairperson (2012)
Gary Branch	Secretary

Revised 01/11

Constitution of Team:

In accordance with an open process for nominations, members of the Property Management Team shall be elected at the annual meeting of the Bathurst Pastoral Charge. The Team shall consist of a minimum of seven (7) voting members. Membership shall include the following for First United:

- a. the Property Rental Co-ordinator;
- b. a representative from the Financial Management Team;
- c. five (5) representatives-at-large from the First United congregation.

Constitution of Team Leadership:

In accordance with an open process for nominations, the Chairperson and Secretary of the Property Management Team shall be elected at the annual meeting of the Bathurst Pastoral Charge.

Staff Support:

Persons contracted or employed by the congregation to provide custodial or maintenance services shall attend regular meetings as resource without a vote.

They shall routinely advise the Property Management Team of any maintenance or repairs that require immediate attention.

Duties and Responsibilities:

1. The Property Management Team shall oversee the building, maintenance, repair and insurance for all structures owned by the congregations or Pastoral Council to

- ensure a clean and safe environment at all times. The Team shall ensure that all buildings are properly secured at the close of each service or function.
2. The Property Management Team shall comply with inspection reports secured from regulatory bodies including, but not limited to, the local fire and health personnel, building inspectors and insurance underwriters.
 3. The Property Management Team shall maintain a current inventory of all equipment owned by the Pastoral Charge or congregation.
 4. The Property Rental Co-ordinator shall process all requests for property rental in accordance with the procedure established by the Property Management Team.
 5. By November 1st of each calendar year the Property Management Team shall submit to the Financial Management Team a proposed list of tasks and projects to be completed with corresponding cost estimates.

Duties and Responsibilities:

6. The Property Management Team shall secure three (3) cost estimates for major contracts or projects in excess of \$3000 each. This tendering process may be waived only at the discretion of the Pastoral Council. Further to approval by the Pastoral Council, all contracts shall be awarded by the Board of Trustees. The Board of Trustees and The Property Management Team shall oversee proper execution of all maintenance and/or building contracts.

Frequency of Meetings:

The Property and Management Team shall schedule at least nine (9) meetings each year, or more often as circumstances warrant, at the call of the chairperson.

Reporting and Accountability:

The overall management of the property interests of the Pastoral Charge shall be entrusted to the Board of Trustees.

The Property Management Team reports in writing to and receives direction from the Pastoral Council at each meeting of the Council on matters of joint congregational interest.

The Property Management Team reports in writing to and receives direction from each respective congregation on matters of separate interest.