

## PROPERTY MANAGEMENT TEAM

Revised 02/07

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### **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 10 voting members. {seven (7) members on the First United Property Management Team and there shall be three (3) on the South Tetagouche Property Management Team}.

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.

Membership shall include the following for South Tetagouche:

- a. a representative from the Financial Management Team;
- b. two (2) representative-at-large from South Tetagouche 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 1<sup>st</sup> 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. While sharing in budget estimates common to both congregations, each congregation is responsible for meeting their own property expenses.

**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 respective 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.