

KURRI KURRI BAPTIST CHURCH

Property Committee Member Role Description

Document 46	
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Note: Throughout this document, "Church" refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Property Committee Member

Role Description

Appointed by the Property Committee Coordinator, the Property Committee shall assist in the upkeep and reasonable maintenance of the Church buildings and grounds.

Responsibilities

- In cooperation with the Property Committee Coordinator, make repairs as required, or organise such repairs and maintenance.
- Ensure the Property Committee has a Maintenance Register that is available for recording issues to be dealt with, and keep this register up to date.
- At least annually, assist the Property Committee Coordinator in inspecting the buildings for internal and external maintenance issues, which could be in association with the annual WHS inspection.
- As a Property Committee member, if asked to do so, liaise with the Treasurer to secure funds and help prepare recommendations for the Church, recognising 'that the deacons have delegated authority to spend up to \$5,000 per project' (as per Quarterly Church Meeting minutes 27.2.22).
- If asked by the Property Coordinator, liaise with the Secretary to select dates on which to hold Working Bees, and to oversee the organisation, communication and running of these Working Bees.
- Join the Property Coordinator in liaising with the Aesthetics Team.
- Encourage the maintenance of a 'Privately Owned Property Register' listing all privately owned property stored and /or used on the Church premises.

Recommendations

- Be up to date with current Workplace Health and Safety requirements

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers
- Have a sound, practical knowledge of what is required to maintain buildings and grounds.

Supported by

- Church Leadership, and Church
- Property Committee Coordinator

Term

- Appointed by Property Committee Coordinator
- One year term, with eligibility for re-appointment for subsequent terms

Reporting to

- Property Committee Coordinator

Reporting method and frequency

- By means of regular verbal reporting to the Property Committee Coordinator, and contributing to the Property Committee Coordinator's written report for the Church Annual Report