

## **BUILDING & GROUNDS COMMITTEE CHARTER**

Approved 2015 -Board of Trustees

### **I. Purpose**

The purpose of the Building & Grounds Committee is to provide strategic management of the buildings and grounds. This includes creating, updating and maintaining a 3-5 year plan for maintenance, repairs and upgrades. The Buildings and Grounds Committee manages major projects together with the Director of Operations and other staff, and advises the Director of Operations on obtaining quotes for work that will be contracted.

**II. Responsibilities** 1. Create and regularly update a list of pending maintenance needs to allow for strategic fiscal planning and strategic work planning. This will require regular inspections of the buildings and grounds, regular consultation with the Director of Operations, and regular communication with the Board of Trustees regarding long term strategic planning for major expenditures.

2. Provides input to the Director of Operations on costs related to upcoming projects. Committee will consult with the Director of Operations and Buildings and Grounds Manager on proposed painting, structural changes or remodeling of any part of the church facilities. For jobs requiring outside contractors, Committee will provide the names of contractors and assist staff in assessing their performance for specified work. For major projects committee will get quotes for contracted work from three different vendors for review by the Director of Operations. 3. Consults with the Director of Operations on the B&G budget proposal each fiscal year. 4. Host an "All Church Work Day" as needs require.

5. Report Committee activities to the Board of Trustees.

### **III. Structure and Succession**

The B&G Committee consists of a Chair and at least 3 other members. All members of the committee need to have some familiarity with building maintenance, project management, and working with contractors. The term of the Chair is two years; this term may be extended with Board approval if particular circumstances suggest such an extension.

### **IV. Accountability**

The Buildings and Grounds Committee is a committee of the Board of Trustees and is accountable to the Board. The Board determines a regular reporting schedule. The Committee will submit an annual report to the congregation each year before the annual congregational meeting.