

## Job Description for the WF Property Chair/Coordinator

**This position is responsible for coordinating property management, property maintenance, and capital improvements. The coordination is accomplished by working with the Director and Administrative Assistant to coordinate the necessary board support.**

**Property Maintenance:** This includes routine building maintenance, repair and/or replacement of equipment:

1. Develop a five-year plan for property maintenance to include recommendations for financing maintenance costs.
2. Work with the Administrative Assistant and the Director to ensure that the property-related reports and forms specified in the BHECM Handbook are submitted. These reports and forms are available at <https://vaumc.org/campus-ministry-forms/>
  - Property Management Report (Oct 1)
  - Worksheet for Property Inspection (Oct 1)
  - Request for Special Maintenance/Renovation Funding (Oct 1)
    - When funding grants are approved, ensure that appropriate action is taken for reimbursement.
3. Form a property management support team (they do not have to be board members) to assist in property management and maintenance. Some of these duties include:
  - Provide guidance and answer questions pertaining to property and building maintenance.
  - Annually review local property needs and estimate maintenance costs.
  - Develop plans for implementing repairs and upkeep of local property subject to approval of the board.
  - Inspect the building and property regularly identifying the need for minor repairs.
  - Organize student and board property maintenance days to conduct minor repairs.

**Property Utilization:** This includes working with the Administrative Assistant and Director to provide guidelines and rules for building use.

1. Annually recommend to the Finance Committee rental fees and charges for building use for Board approval
2. Work with the Director and Administrative Assistant on processing and approving house resident applications.
3. Provide support and advice to the Administrative Assistant regarding maintenance service, janitorial service, and parking lot use.
4. Provide support to the Director and Administrative Assistant pertaining to the Residents Program.

**Capital Improvements:** This includes preparing an annual and a five-year plan for property upgrades that are not funded through property use fees. Funding comes from annual conference maintenance grants, fund raising and from the WF Endowment Fund.

1. Include the capital improvements with the source of funding in the annual WF budget and secure board approval for these projects.
2. Work with the Administrative Assistant, the Director and the property support team to select appropriate contractors for these projects.
3. Assist as necessary in providing oversight to the contractors working on these projects.
4. Work with the Treasurer and Financial Secretary to ensure that funds designated for capital improvement projects are used only as designated.