

United Way Blackhawk Region Building & Property Job Description 2015 Committee



Summary

United Way Blackhawk Region (UWBR) advances the common good by focusing on education, income and health – the building blocks for a good quality of life.

The purpose of the Building & Property Committee is to provide strategic leadership and oversight of activities associated with the operation, maintenance, safety and security of the Community Services building and grounds.

Roles and Responsibilities

- Provide input and information regarding the annual Building Committee budget and amendments to same for submittal to the Finance / Executive Committee.
- Review (as appropriate) requests regarding building and grounds and determine what, if any, action should be taken. If work is to be done, assist the UWBR team in carrying out such work.
- Provide applicable support to any Request for Proposals (RFP), bids or agreements related to any contracted maintenance and other services that may be needed from time to time to carry out the objectives of the Committee.
- Assist with the inventory of fixed assets.
- Perform an annual inspection of the building and grounds and determine any action or necessary improvements. During such inspections, the UWBR Staff will work with the Committee to determine how best to deal with any items identified for follow-up.
- Stay informed of and comply with all code compliance and ADA requirements.
- Review, recommend and/or approve the decorating, painting, structural changes or remodeling of any part of the Community Service Building facilities.
- Host or plan "Day of Caring" projects as required.
- Report Committee activities to the UWBR Board of Directors.

Estimated time requirement (Jan 1. – Dec 31, 2015)

- * Attend monthly meetings & email communique
 - * Communicate with contractors on behalf of United Way
- TOTAL**

Approx. Hours
10-15
1-5
11-20 hours/year