



United Way Blackhawk Region

Building & Property Member Description

Staff liaison(s): Finance Team &/or President & CEO

Summary

United Way Blackhawk Region (UWBR) fights for the health, education and financial stability of every person in every community.

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.
- Stay informed of and comply with all code compliance and ADA requirements.
- 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.
- Help facilitate periodic appraisals, assessments of commercial real estate market, and recommend long-term strategies as appropriate.
- 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 UWBR's Board of Directors.

Estimated annual time requirement (Jan. – Dec.)

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

TOTAL

Approx. Hours

4-6

1-3

5-9 hours/year