

Job Description for the Property Committee Chair
(Note: This could include co-chairs as indicated below)

Property Committee Co-Chair for Maintenance: (Desired qualification – property management experience)

1. Be responsible for routine building maintenance, repair and/or replacement of equipment;
2. Support the Conference Board of Property Managers through participation and any other practical means.
3. Develop a five-year plan for property maintenance to include recommendations for financing maintenance costs.
4. Submit the property-related reports and forms specified in the BHECM Handbook
 - Property Management Report (Oct 1)
 - Worksheet for Property Inspection (Oct 1)
 - Request for Special Maintenance/Renovation Funding (Oct 1)
5. 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 Committee Co-Chair for Utilization (Knowledge of property related programs)

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