

PROPERTY, SECURITY, AND SAFETY COMMITTEE JOB DESCRIPTION

Purpose: The Property Committee is a standing committee of the MSSA Board of Trustees according to Article V, Section 5.1 of the Assembly Bylaws. This committee provides advice, support, and service to the General Manager concerning issues affecting real and personal property of the Montegale Sunday School Assembly, and its security, and safety. The General Manager is responsible for overseeing and directing the work of the Facilities Crew.

Interactions: General Manager, President, Architectural Review, Finance, Board of Trustees.

Responsibilities:

1. Be familiar with current infrastructure elements especially roads and drainage; be knowledgeable of best practices for roads and drainage maintenance; identify potential improvements or changes in any element and report them to the General Manager.
2. Be familiar with permanent structures including permanent fixtures and identify potential improvements, needs, or changes, referring them to the General Manager.
3. Review site plans of leaseholds in connection with proposals to erect a new structure or to modify the exterior of an existing structure and provide the General Manager and Board of Trustees with recommendations.
4. Review proposed cottage renovations and improvements in cases where there is a footprint change and, in consultation with the General Manager, make recommendations to the Board of Trustees.
5. With the General Manager, assess current security and safety measures and practices, and if needed or requested, develop proposals to make improvements or changes.
6. Ensure complete objectivity in all committee deliberations, communications, suggestions, and proposals, eliminating any factor that would personally benefit any one member of the committee or of the Assembly directly.
7. Conduct regular meetings during the year with proper advance notice so that committee members may be completely and properly prepared for meetings.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.