

BUILDING & GROUNDS
Program Council Member
Greenville Unitarian Universalist Fellowship
1135 State Park Road • Greenville, SC 29609

MISSION STATEMENT:

To see that the building & grounds are properly used, maintained and the cost of use and maintenance is kept in control. To involve other fellowship members in the maintenance and use of the building and grounds.

QUALIFICATIONS:

A common sense approach toward maintenance and building use. Enough people skills to maintain a committee of interested workers including some with specialized knowledge to help with solving specialized problems.

OVERALL RESPONSIBILITIES:

To supervise building and grounds maintenance. This responsibility includes acquiring supplies for fellowship use and monitoring equipment needs. Also responsible for the office services needs such as copiers, filing and storage of the fellowship information, etc. To manage efficient use of buildings and coordinate events at the fellowship. To make recommendations for changes and additions to the building & grounds.

FUNCTIONS:

1. To represent Building & Grounds at the monthly Program Council meeting.
2. To seek and retain volunteers for the Building & Grounds committee.
3. To oversee and prioritize the work of Sexton.
4. To coordinate the building maintenance and repairs.
5. In conjunction with the Administrative Assistant, coordinate and oversee administrative office equipment (computers, copiers, phones, etc.) maintenance and repairs.
6. To coordinate grounds maintenance.
7. To supervise the building use and building rentals to the Fellowship members and other interested groups.
8. Respond to emergency calls.
9. Organize monthly work days.
10. To develop an annual budget for Administration area and control expenses to that budget.
11. To sign off on requisitions for expenses related to building and grounds.

HUMAN RESOURCES:

Building Use Committee
Sexton
Grounds Beautification Committee
Events Coordinator

OTHER RESOURCES:

Board/Program Council Working Materials Notebook
UUA Congregational Handbook