

UUCGV BOARD OF DIRECTORS CHARGE TO THE BUILDING AND GROUNDS WORK GROUP

AUTHORITY

The Building & Grounds Work Group (B&G) is established by the Board of Directors. The Chair(s), appointed by the Board, will appoint additional members of the congregation to form a committee maximum of seven members. The Minister will also participate as an ex-officio member. One member will serve as the UUCGV representative to the Amado Territory Ranch Organization. One member will serve as liaison and member of the Memorial Garden Steering Work Group. One member will serve as the Chair of the Rental Work Group.

The B&G Chair(s) will call and organize work group meetings, assign tasks and responsibilities to members and may appoint sub-committees, task forces or other single issue groups. The Work Group will meet at least monthly and the Chair(s) will send minutes of each meeting to the Board of Directors.

RESPONSIBILITIES AND DUTIES

- Oversight of the building and grounds to assure cleanliness and appropriate functionality, working closely with the Custodian, who attends and participates in meetings. Assurance of the security of the building and its contents and the grounds.
- Submission of an annual budget request for the next fiscal year, management of the allocated budget, approval of invoices and requisitions and monitoring of expenditures on a monthly basis as reported by the Treasurer.
- Establishing and monitoring contracts with outside vendors necessary for the optimal functioning of the church and its systems, including:
 - o ■ regular garbage and trash pick-up service
 - o ■ outside pest control services as needed
 - o ■ regular roof inspection and coating
 - o ■ monitoring and repair of heating and cooling systems
 - o ■ maintenance and servicing of septic system
- Development of an ongoing Capital Reserve and Replacement Plan identifying the useful life, remaining years of life, current average cost and expected future costs of replacement for the major systems and elements of the building.
- Development and annual review of 3-5 Year Goals and Plans for Capital Improvements to the building and grounds. Specific proposals identified in the Plans, including detailed cost estimates and project timelines for completion, must be approved by the Board before the bidding process and prior to bid award.
- Establish and post emergency response procedures for appropriate handling of sudden events, such as heating or cooling breakdowns, major roof, bathroom,

water/plumbing leaks, electrical malfunction, fires, flooding, vandalism or break-ins, wind or storm damage.

RELATIONSHIPS

B&G Work Group reports to the Board of Directors. B&G works closely with the Minister and the Custodian.

The Memorial Garden Steering Work Group (MGSWG) reports to B&G who oversees its progress and financial reports.

The Rental Work Group will report to B&G and may suggest projects or proposals to make the building and grounds more attractive to renters.

Adopted: March 9, 2016