

The Advisory Board Committee Responsibilities

PROPERTY COMMITTEE

The Property Committee will give general oversight to all property matters including capital projects, renovation projects, general maintenance, leasing, and acquisition and disposal.

It is suggested that the Property Committee meet biannually as a minimum standard.

The TSA Commander and Advisory Board Chairperson are ex-officio members of this committee.

No meeting of the committee may be held without the TSA Commander or his/her appointed representative present.

The committee chairperson should consult with the TSA Commander on the meeting schedule. The chairperson will distribute meeting notifications. Salvation Army staff are available to distribute notifications on behalf of the chairperson if requested.

The Property Committee chairperson should communicate as frequently as necessary, but not less than monthly, with the TSA Commander or Business Administrator to keep abreast of all property issues.

Responsibilities

The committee will:

- Be kept apprised of and report to the board the progress of the general maintenance program.
- Make recommendations and give oversight to major renovations.
- Make recommendations relative to proposed construction and cooperate with the Finance Committee with preparation of budget for same.
- Review all architect and contractor agreements for recommendation to the board.
- Review all phases of architectural drawings and construction documents for recommendation to the board.
- Assist with search for appropriate land or facilities in conjunction with major projects or programs.
- Make recommendations concerning the acquisition or disposal of property and assist in securing appropriate evaluations.
- Assist with any other property matter that may be requested by The Salvation Army administration.