RESTORATIONS
SECOND STAGE HOMES

Position: Member, Property Committee (VOLUNTEER)

Reporting to: Chair of the Property Committee

Hours/week: Varies (no more than 4 hours/month); the Property Committee meets as needed based on maintenance and repair issues that arise.

Term of volunteer position: 2 years with a renewable term

Location of volunteerism: Remote meetings with on-site volunteer work conducted at Nancy's House (confidential address in Burlington, location shared upon successfully completing Restorations' volunteer onboarding process).

Position Purpose: The purpose of the Property Committee (PC) is to ensure that all Restorations buildings and property are maintained and serviced within an approved budget set annually by the Board of Directors (BOD) of Restorations Second Stage Homes (RSSH). The PC is a Standing Committee of the BOD.

Responsibilities

The Property Committee will, on request or with the permission of the Board, perform the following tasks:

- Oversee the maintenance of RSSH buildings and property, including the heating, electrical, plumbing, furnishings, security, property maintenance, and similar matters.
- Negotiate contracts for services related to the management of the building and property, and present them to the Executive Director for the signing and administering of contracts.
- Prepare budget recommendations for the BOD in preparation for the next fiscal year.
- Perform such additional tasks as may be delegated to the committee from time to time.
- Other duties as required.

Essential Skills and Abilities
- Must have an interest and expertise in the areas that advance the PC's responsibilities (e.g. project management, property maintenance, plumbing, electrical, carpentry, landscaping, etc.).

Requirements
- Current Criminal Record Check with vulnerable sector screening required.
- Commitment to Restorations' mission, vision, values, and priorities.
- Adherence to Volunteer Code of Conduct.

Resources that contribute to the role description:
- Property Committee's Terms of Reference