

Building Committee Charter

Unitarian Universalist Church of the Shenandoah Valley

Approved by the Board: June 5, 2007

Revised by the Board: _____

I. Mission

The Building Committee is a standing committee for the purpose of the maintenance and repair of the physical building which houses the UUCSV as well as to serve as an advisory body for matters relating to contracting, renovation, and future construction.

II. Responsibilities

The responsibilities of this Committee will include the following:

- Receive requests for repairs, maintenance, and *ad hoc* construction projects to be conducted by the Building Committee or volunteers from the Liaison to the Board of Directors of the UUCSV via the Church Administrator.
- Conduct maintenance and repairs on church structures that affect the daily operations, safety, structural integrity, and esthetics of the UUCSV building. (For the purpose of this charter, the “UUCSV building” refers to the physical structure containing the sanctuary and narthex as well as the religious education wing, administrative areas, kitchen and support areas, portico, stairs, and any external structures necessary for the operations, structural integrity, and esthetics of the building.)
- Provide expense information and receipts periodically to the Treasurer for payment and for reconciliation of financial records.
- Report to the Board of Directors of the UUCSV on those requests that are unviable due to limitations in resources, manpower, time, or other limiting factors and suggest possible courses of action to remedy issues that cannot be attended to by the Building Committee.
- Provide estimates of material and/or labor costs for any projects requested by the Board that exceed the Building Committee’s annual budget or cannot be done by Committee members.
- Develop and maintain a procedures manual detailing the processes by which the program will achieve the goals.
- Provide the Board of Directors with an annual report by April 15th of each year summarizing the committee members and major activities, issues and plans.

III. Terms and Conditions

As the sole policy-making body for the Church (by its constitution) the Board will establish standing and *ad hoc* committees to carry out the activities of the Church. Also, the Board shall appoint committee chairpersons and may delegate to the chairpersons the authority to appoint members.

As a standing committee of the Church, the Building Committee will have a Board-appointed Chair and work within the following terms:

- The term for the chairperson of this Committee is 2 years and a chairperson can serve no more than two consecutive terms.
- The Committee chairperson will have regular interface and communication with the Board liaison to discuss relevant issues and anything needing Board action

IV. Funding

The Building Committee will have a line item in the operating budget of the Church to allow for the purchase of materials, training, and other building-related expenses. An estimate of these expenses (with supporting data) should be submitted to the Finance Committee in February for inclusion in the draft budget for the coming year.

Any donations of money, materials, or equipment to the Building Committee shall be used expressly for the purposes of furthering Building Committee projects.