

CHAIRMAN of PROPERTIES Job Description

The Chairman of Properties shall chair the Properties Committee and the Building Research and Future Planning Committee. The Committee shall be composed of the appointed chairman and as many members as deemed necessary to carry out the work of the committee. The Committee shall evaluate the space needs of the chapter and research and evaluate building options for the future. She shall keep the membership informed and updated on the findings. She shall be on the Strategic Planning Committee. She serve as liaison between Assistance League® of Indianapolis and *Sitehawk* (leasing and Management Company for Northbrook Center). She will maintain the Chapter Office to promote a professional and efficient working environment. The Chairman of Properties shall report to the Treasurer.

Required Skills:

- Effective business communication skills (i.e. written and oral)
- Computer skills (i.e. email, word, excel)

Training:

- Be familiar with the **Standardization of Assistance League of Indianapolis Written Material** and follow its guidelines for preparation documents sent to the leasing agent or vendors.
- Follow Assistance League of Indianapolis Policies and Standing Rules.
- Familiarize self with National Assistance League® Manual for Chapters and required terminology for writing or speaking about Assistance League.

Responsibilities:

- Attend all regular meetings. Attend Board meetings, if necessary, to present information related to the property activities. Inform President and Secretary in advance to be on meeting agendas
- Follow Assistance League® of Indianapolis Policies and Standing Rules.
- Manage the day to day operations of the Chapter Office
- Review all bills related to the Chapter Office and authorize payment by the Treasurer.
- Maintain records of monthly utility, phone, rent and CAM, security system and housekeeper expenses and include in annual report.
- Ensure all office equipment is working and when necessary schedule service appointments
- Submit all materials going to public to Vice President of Marketing for approval.
- Maintain an adequate supply of all printed stationery, envelopes, cards, and forms for use by all committees
- Revise and update job description as needed and approve changes with President-Elect by January.
- Prepare Budget request for the next fiscal year in February/March and submit to Treasurer for Budget Committee consideration. Budget requests shall include:
 - Projected expenses for rest of current fiscal year.
 - Projected expenses for next fiscal year.
- Prepare Annual Report at year's end and submit three (3) copies—one copy for Procedure Manual, one copy for the Treasurer and one copy for President's file
- Pass on Procedure Manual and train incoming Chairman of Properties

Specific duties:

- **Chair the Building Research and Future Planning Committee**
- Provide financial information regarding operations of Chapter Office.
- Annually evaluate storage and activity space needs at the Chapter Office and present facts and figures regarding space requirements, including storage needs for program chairmen, fundraising activities, and administrative supplies.
- Understand terms of lease with Sitehawk:
 - Act as contact person with Sitehawk.
 - Length of lease and renewal date
 - Square footage of property
 - Monthly rent charge and charge per square foot
 - Monthly Common Area Maintenance (CAM) fees and any other related assessments
 - Prior to renegotiation of lease with Sitehawk, research costs and availability of other properties
 - Update Board on Chapter Office lease costs & length of time left on lease.
 - If needed, survey the membership interest in moving to another property (leased or owned) prior to renegotiation of lease with Sitehawk.
- Know amount of money set aside in Building Fund account.
- Recommend updates Chapter Office policies as needed to the Board for approval. Educate the membership on these policies through the newsletter.

- **Coordinate all matters pertaining to Chapter Office security procedures**
 - Provide security system training for all key holders.
 - Monitor Chapter Office Security System Usage Log, enter data on Chapter Office computer
 - Send Nelson Alarm Company (in June) current list of individuals to contact if Assistance League of Indianapolis security system goes off.

- **Oversee office policies and daily housekeeping needs**
 - Hire and manage cleaning service and update housekeeping instructions as needed.
 - Educate new members on housekeeping procedures.
 - Purchase office and cleaning supplies. (i.e., toilet paper, paper towels, kitchen supplies, cleaning supplies, light bulbs, are purchased, changed, and resupplied as needed.
 - Work with the Secretary to manage all aspects of the use and maintenance of Chapter Office and operating equipment,(i.e. heating and cooling system, kitchen appliances, copiers, computers, plumbing, changing light bulbs and etc.)
 - Maintain a book to track those who borrow and return equipment from the Chapter Office
 - Keep updated an ongoing inventory of all Chapter Office equipment, furniture, and office supplies, (i.e. not to include inventory from programs or fundraising). Submit a copy of this information to the Treasurer at beginning of year for insurance purposes. Inform Treasurer of any major changes during the year.
 - Organize file of operating instructions for all inventory items (appliances, office equipment...)
 - Contact **Sitehawk** with problems pertaining to the Chapter Office, i.e. leaky roof, snow removal, landscape maintenance, signage, heating/air conditioning repairs greater than \$500, etc.
 - Arrange HVAC (heating and air conditioning) maintenance inspections in fall and spring. Negotiate yearly contract at time of spring checkup and include copy with maintenance report to **Sitehawk**
 - Coordinate and arrange special maintenance and improvement projects.
 - Update Chapter Office member handbooks (3) monthly to reflect changes and corrections.

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