

## **Buildings and Grounds Committee Charter**

### **Purpose**

The Building and Grounds Committee is responsible for developing operational and management procedures pertaining to the NYNJTC Headquarters and provide implementation guidance.

### **Responsibilities**

- Assist the NYNJTC Executive Director (ED) and Building Manager (BM) to develop and oversee implementation of the Headquarters site operations and management plan.
- Monitor and oversee the efficacy of the plan, determine changes and work with BM to ensure that staff and volunteers responsible for the plan are trained.
- Assist the ED and BM with planning needs as part of the annual and strategic planning cycles. This may include preparing proposals for annual capital budgets and for providing, from time to time, budget estimates for equipment and services recommended by the ED and the Committee.
- Accountable to ED and BM for providing assistance in operating, managing and maintaining the site.
- Assist the ED, as appropriate, in the oversight of teams and contractors implementing the Facilities Operations and Management Plan.
- Should the Committee dissolve at the discretion of the ED, its work and deliverables will be transitioned and archived to ensure continuity.

### **Membership**

- The Committee will be comprised of three or more members selected by the ED. The members of the Committee may include members of the Board, volunteers and Trail Conference staff. The Committee chair is appointed by the ED.
- Composition of the Committee should be reviewed periodically to consider the need to bring on new members who can address missing expertise or perspectives.
- The Committee chair will convene meetings, set agendas, and facilitate meetings. In the absence of the Committee chair, the ED may designate any Committee member as the temporary Committee chair to facilitate a meeting.
- The ED may delegate to the Chair responsibility for making some decisions without further consultation.

### **Meetings**

- Meetings - It is expected that some of the work of the Committee will be done electronically or by conference calls and by subsets (teams) that may include non-Committee members approved by the ED. At its discretion, the Committee may meet face to face to ensure optimal team operation.
- Frequency - The Committee and teams will agree to meet as needed.
- Decisions - Decisions will be by vote of those present (minimum of 3). Minutes or work logs will be kept by all teams and the Committee.
- Minutes - The Committee will keep minutes of meetings and submit written reports as needed.

### **Deliverables**

- Headquarters Facilities Operation and Management Plan
- Communication and Training materials
- Operating documents such as logs and reports

### **Annual Goals**

- Annual goals will be determined by the Committee and approved by the ED.

This charter approved and adopted on \_\_\_\_\_ by the Board of Directors.