

HOUSE OPERATIONS CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8 Standing and Special Committees

8.03 Appointive Standing Committees.

(g) House Operations Committee. This committee shall be composed of the Chair and members as deemed necessary to oversee the maintenance, operation, security, and improvements of properties, including buildings and their contents, and grounds. The President-Elect, Membership Chairman, Thrift Shop Chairman, and Operation School Bell Chair shall be members of this committee. The President-Elect shall serve as the committee representative to the Board.

The House Operations Chair shall:

1. Be appointed by the President in accordance with Bylaws 6.01 (c).
2. Conduct House Operations committee meetings as needed.
2. Appoint House Operations committee members subject to Board approval.
3. Submit a proposed budget to the Finance Committee for the succeeding year.
4. Manage the House Operations committee budget and approve invoices and vouchers.
5. Maintain a House Operations procedure book and/or electronic records file.
6. Submit monthly reports to the President-Elect and report at regular meetings as necessary.
7. Provide President-Elect with information necessary to prepare and submit a year-end Final Report to the President by the specified deadline. Place in the House Operations procedure notebook and/or electronic records file and Master Data File.
8. Submit job description changes to the Bylaws Chairman in accordance with Bylaws 8.02 (f).

Specific Position Responsibilities

The Chair or Chair designee shall:

1. Establish and manage a regular maintenance schedule (cleaning, trash removal, window washing, elevator inspection and maintenance, parking lot maintenance, HVAC units' maintenance, tree pruning, etc.).
2. Approve and submit all building utilities invoices, all building repair and equipment expenditures and all building supply expenditures for prompt payment.
3. Maintain building vendor contacts, agreements, and product files.
4. Approve all vendors and maintain current vendor lists.

5. Keep an annual record of all repairs, upgrades and/or modifications performed on buildings.
6. Conduct an annual inventory of all Chapter House property.
7. Maintain kitchen and restroom supplies and consumables.
8. Maintain all office supplies.
9. Assure kitchen appliances are in working order.
10. Arrange for landscape maintenance.
11. Arrange for sump-pump inspection annually (in the fall).
12. Review snow removal contract annually.
13. Maintain security and safety procedures for buildings.
14. Establish an alarm response team to respond in the event of an alarm.
15. Train members in use of alarm procedure.
16. Regularly inspect fencing, lighting, parking areas and walkways for safety and needed repairs.
17. Coordinate use of storage space and maintenance of the chapter's permanent files.

Technology: MS Word, Excel, email