

Building and Grounds Co-ordinator.

The Building and Grounds Co-ordinator is responsible for managing the day to day and long-term maintenance external grounds conditions, lawn cutting, shrubs, trees, cleanliness, gardens, parking lot, garbage, recycle, green waste, benches, purchase, and maintenance and installation of signs.

Responsibilities:

- Develop a five-year plan covering maintenance and proposed improvements.
- Prepare a roster of co-opted volunteers to assist with seasonal maintenance of gardens and surrounds and for the cleaning of the pavilion. Purchase any cleaning products, towels etc. as required.
- The appearance, maintenance and safety of the outbuildings, car parks, paths and fences within the boundaries of the Club property.
- The maintenance and appearance of the seats, shelters, scoreboards and other fittings surrounding the bowls greens.
- The maintenance of the barbecue areas.
- The maintenance of the gardens, shrubs and trees on the Club property.
- Forward all accounts for the purchase of items reasonably required to carry out the above functions to the Director of Finance for payment.
- The Building and Grounds Co-ordinator shall have the authority to organize the attendance of Members and any visitors of Members as working bees on club property.
- Liaise with the Board on development strategies.
- Prepare and submit a financial requirement report for approval by the Board.
- Organize working bees that may be required to maintain the grounds and buildings.
- Seek quotes for major property projects and present these to the Board so an informed decision can be made.

Knowledge Management.

- Maintain a register of the latest version of building and grounds club documentation.
- Maintain a register of all signs and green marking material.
- Ensure that all Green's volunteers are up to date in their understanding of the standard and work required.

Succession planning.

A key responsibility of the Building and Grounds Co-ordinator is to ensure that at the end of their term a new Building and Grounds Co-ordinator can be easily recruited.

Requirements.

The Building and Grounds Co-ordinator is expected to:

- Act in the best interest of the members always.
- Attend all Committee members.
- Undertake the role in good faith and honesty.

If at any stage the Building and Grounds Co-ordinator becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Chair of the conflict who will immediately inform all other committee members.

End of year hand over.

Updating key documents.

- At the end of each year a key activity of the Building and Grounds Co-ordinator will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

Induction of the incoming Building and Grounds Co-ordinator.

- An important responsibility of outgoing Building and Grounds Co-ordinator is to train, mentor and support incoming the incoming Building and Grounds Co-ordinator.