

PROPERTY COMMITTEE CHARTER

Name of Group: Property Committee

Adopted 7/13/22

Purpose: To monitor, protect, repair, and enhance the building(s), grounds, and leasehold interests of All Souls, and the use of those facilities by third parties.

Building(s) include the 1924 wing of All Souls (Parish Hall et al) and the 1956 wing of All Souls (Sanctuary/Nave et al). Grounds include the landscaped and hardscaped outdoor spaces around All Souls. Leasehold interests include the church offices and apartments in Jordan Court and the use of other areas of Jordan Court.

Enhancement of these facilities includes work done as a result of funds from capital campaigns or other funds specifically budgeted for improvements.

Membership: Property committee members are appointed by the Senior Warden or his/her designee. The Warden is to receive input and advice from the Rector and staff, the Vestry, current or past members of the Committee, and the congregation. The committee will typically have 5 to 8 members, not counting ex-officio. Members will be appointed for three-year terms from the month and year of appointment. Member's appointments may be renewed.

The Senior Warden, Rector, and Vestry liaison will be ex-officio (non-voting) members of the Committee.

Membership on the Committee will be reviewed annually by the Senior Warden, with a report to the Vestry.

Leadership: The Chair is selected by the Senior Warden, or designee.

The Chair may appoint members to lead subcommittees to achieve specific purposes of the Committee.

Decision Rights: The Committee has the right to implement decisions whose cost is within the limits set by the Finance Committee. Recommended decisions will be made to the Finance Committee for approval to their upper limit. Recommended decisions above that limit will go to the Vestry.

Decision Rules: The Chair will attempt to have decisions made by consensus. If not, decisions will be by a majority vote. Minority reports may be made with the majority recommendations.

Connection to Other Groups: The Property Committee will interact with the Finance Committee and the Vestry.

Frequency and Timing of Meetings: Meetings will be monthly, or as reasonably required by circumstances as determined by the Chair. Meetings may be in person, digitally, telephonically, or a combination.

Other Meeting Agreements: The Chair will arrange for agendas, which should be sent to Committee members a week prior to meetings, together with materials for the meeting. The Chair is to arrange for minutes of the meeting to be taken and recorded.