



Club Procedure MARGOV008

Property Committee

Endorsement Date:	9 th November 2020
Guideline Topic:	Operations of the Property Committee
Guideline Number:	MARGOV008
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1. Purpose and Background

- 1.1 To guide Building and Property Committee in conducting, recording and reporting its meetings; and
- 1.2 To guide the Chairperson of the Building and Property Committee regarding their responsibilities to conduct, record and report meeting outcomes.

2 Policy Statement

- 2.1 The Building and Property Committee shall administer and co-ordinate all operational and planning of the Club's building and contents, ensuring optimal outcome for members.

3. Applicability

- 3.1 This procedure applies to all members of the Marcoola Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Property Committee under the supervision of the Board.

4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to Section 33 of the Constitution; By-Law 5.1.



5. Considerations

- 5.1 The Building Committee shall comprise the following members;
 - 5.1.1 Deputy President – Chairperson;
 - 5.1.2 An active member with appropriate experience in building matters;
 - 5.1.3 a nominated representative of the Marcoola Beach Supporters Club;
 - 5.1.4 a Life Member; and
 - 5.1.5 any other member appointed by the Board.

- 5.2 The Building and Property Committee shall be responsible for:
 - 5.2.1 Maintaining the condition of all buildings and contents;
 - 5.2.2 Identifying the future needs of the Club in terms of buildings and contents;
 - 5.2.3 Making recommendations to the Board and Club Council regarding building and contents;
 - 5.2.4 Preparing business case regarding future expansion of the Club facilities;
 - 5.2.5 Identifying suitably qualified tradespersons and professionals to ensure the buildings and its contents remain in optimal condition;
 - 5.2.6 Liaising with the Treasurer and Finance Committee regarding potential future funding requirements;
 - 5.2.7 Liaising with the Supporters' Club General Manager regarding buildings and contents;
 - 5.2.8 Reviewing the repairs and maintenance and budget requirements to meet the optimal requirement for the Club's buildings and contents; and
 - 5.2.9 Dealing with matters referred to it from the Board or Council.

6. Procedures

- 6.1 To control and monitor the responsibilities listed above the Buildings and Property Committee shall conduct a regular meeting on at least a quarterly basis.
- 6.2 The Building Officer and Property Officer will be the Chairperson for meetings and in their absence, a vote will occur to elect the Chairperson of that meeting.



- 6.3 The Building and Property Committee Agenda Template (TEMP014) for meetings shall be:
 - 6.3.1 Opening;
 - 6.3.2 Attendances;
 - 6.3.3 Apologies;
 - 6.3.4 Disclosure of Interest;
 - 6.3.5 Declaration of Confidentiality;
 - 6.3.6 Confirmation of Minutes of Previous Meeting;
 - 6.3.7 Business Arising;
 - 6.3.8 Correspondence;
 - 6.3.9 Budget Issues;
 - 6.3.10 Strategic Plan;
 - 6.3.11 Reports;
 - 6.3.12 General business;
 - 6.3.13 Next Meeting Date; and
 - 6.3.14 Closure of Meeting.
- 6.4 The Property Committee shall report to the Board within 7 days of their meeting on the required Minutes Template (TEMP009).
- 6.5 Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.
- 6.6 Once the Minutes have been approved, a signed copy should be forwarded to the Club Secretary for consideration of the next Board Meeting.
- 6.7 Resolutions or recommendations for consideration by the Board shall also be provided on the Cover Committee Report (TEMP010) and should include a rationale to support the resolution or recommendation. This includes but is not limited to:
 - 6.7.1 Future building proposals;
 - 6.7.2 Official related issues;
 - 6.7.4 Budget approvals;
 - 6.7.5 Equipment needs; and
 - 6.7.6 Current activities designated in the Strategic Plan.



- 6.8 Dissemination of building and property information shall be through the Club Administrator by electronic and social media platforms used by the Club.

Authority

Peter Hourn
President