

Opportunities to Serve Hamilton Conference - The United Church of Canada

PROPERTY (CONFERENCE OFFICE) COMMITTEE

Committee Mandate

To oversee the Hamilton Conference Office and property

The responsibilities of this committee are:

- to provide Hamilton Conference staff with a safe, comfortable work place and the tools relevant to their work
- to maintain space suitable to the needs of those from across the Conference that access the property for various purposes
- to oversee the furnishing, equipment, maintenance and renovations of the Hamilton Conference Office and property
- to ensure that the work is done in a timely, efficient and appropriate manner, working co-operatively with the Conference Staff members (Members are not required to perform maintenance and upkeep work.)
- to prepare a budget for the Finance Committee

Reporting Relationship

The Chairperson will report on behalf of the committee to the Executive of Hamilton Conference and write a report for the Annual Meeting of Hamilton Conference to be included in the Record of Proceedings.

Gifts, Skills and Experience Needed:

Committee members should have an interest and aptitude in finance and property related areas. It would be an asset to live within the vicinity of the Conference Office, and to be acquainted with local service providers and contractors.

Committee members will be open to the leading of the Spirit, active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues and differences in learning styles and passionate about the mission and ministry of The United Church of Canada.

Orientation and Training Available:

Sharing the duties of Conference Office Property Committee.

Membership:

This committee will usually consist of six members, including a **Chairperson, Vice-chairperson, three Members-at-Large** and a **representative from the Conference United Church Women (UCW)**. The Secretary will be appointed from the Committee. Staff Support will be provided by the **Executive Secretary**.

Expectations and Terms:

Members will serve a three year term, which may be renewed once. The committee will normally meet four times per year and as needed at the Conference Office, by conference call and email exchange.