



BUILDINGS AND GROUNDS COMMITTEE

ORIGIN

This Standing Committee is established per Article VIII, Section 3 of the MGCA Bylaws.

PURPOSE

Bylaws The Buildings and Grounds Committee shall oversee the maintenance, improvements, and expenditures for the Campmeeting-owned buildings, grounds, and recreational facilities. The committee will also be responsible for operating and maintaining the water and sewage systems, contracting for trash and snow removal, and any other services necessary for the physical grounds of the Campmeeting. The committee also shall oversee the building permit application process for cottages.

MEMBERSHIP

Per MGCA Bylaws, Article VIII, Section 6, the committee “shall consist of the committee chair and at least two (2) Board Members plus additional Members of the Association and non-Association Members from the community as deemed appropriate by the committee chair.”

BUILDING PERMITS

Evaluate all building permit applications based on the current Rules & Regulations and advise the Board of its findings.

Approval for emergency permits can be granted by the Executive Committee and Chair of the B&G Committee jointly with notification to the full Board on the emergency.

MEETINGS

The committee will meet monthly at the discretion of the Chair.

RESPONSIBILITIES

- The Chair shall recommend that the Board of Managers employ a Superintendent and assign such duties as required. The Chair may also appoint additional persons to maintain the grounds.
- The Chair shall oversee the Superintendent if one is employed.

- Where outside vendors may be required, the committee will choose vendors and obtain bids. All vendor contracts must be signed by the President.
- Oversee equipment maintenance and recommend to the Board any purchase of new equipment or sale/disposal of existing equipment and work in conjunction with MGCA staff to ensure that accurate records of all associated transactions are maintained.
- Coordinate with the Tree Health and Maintenance Committee on tree care, removal, and planting.
- Communicate with Members through email, letters, and the Newsletter as required.
- Update the MGCA website with relevant Member information as appropriate.
- Ensure all federal and state statutory or regulatory requirements are met related to the committee responsibilities.
- Responsible to fundraise as appropriate in consultation with the Finance Committee and any other pertinent committee.
- The Chair along with the Superintendent will establish purchase rates for items such as memorial structures (benches, chairs and tables) to be approved by the Finance Committee.
- Present (or submit in writing) a committee report at each regular meeting of the Board of Managers.

AUTHORITY

The Chair shall instruct and oversee the work of the Superintendent.

The Superintendent will oversee any other grounds employees hired.

All sales and disposal of equipment should be included in an annual inventory report to the Board of Managers.

FUNDING/BUDGET

This committee has line items in the MGCA annual budget for operating expenses. The committee may spend these funds in accordance with Board approved spending constraints. As part of the annual budget process, the Committee chair must submit a budget request for approval. This budget request must include proposed budget requirements for capital improvements.

The Chair is responsible for ensuring that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
 Revision: Policy: September 17, 2024
 Rescission: