

GROUNDS

April 2007

Role: To oversee the maintenance of the Fellowship grounds including the Memorial Garden.

Responsibilities:

- Oversee the maintenance and care of trees, shrubs, and flowers on the ground.
- Oversee weeding, trimming, and watering of grounds as needed.
- Arrange renewal of annual mowing contract.
- Arrange renewal of annual snow plowing contract.
- Review the condition of grounds annually.
- Present proposals to the Executive Board about major grounds improvements.
- Recruit volunteers/hired help to complete approved projects.
- Assist Memorial Garden committee as needed.
- Oversee special projects related to maintaining the appearance of the grounds.
- Work with Chair-Elect to coordinate the Spring and Fall grounds workdays.
- Attend Executive Board meetings as needed.
- Provide information about Grounds Committee activities for Executive Board meetings.
- Review monthly Executive Board meeting minutes.
- Recruit committee members as needed.
- Schedule and facilitate committee meetings as needed.
- Submit committee information to the Fellowship Administrator for the newsletter by the 15th of each month.
- Make Sunday announcements as needed.
- Submit announcements for the Sunday bulletin by noon on Thursday.
- Communicate with other committee chairs as needed.
- Submit expenditures to the Treasurer within 30 days.
- Keep committee expenses within budget.
- Provide input for annual budget development.
- Participate in end of year evaluation of Executive Board activities.
- Orient new Grounds Chair as needed.
- Transfer materials to new Grounds Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.