

DRAFT! JRUUC Charge to the Building Oversight Group (BOG)

Statement of Purpose:

The Building Oversight Group provides guidance and organization for the maintenance and wellbeing of our building for use by both the JRUUC community and the wider community.

Areas of Responsibility:

The BOG is a “governance team” and is accountable to BOT, and will seek periodic feedback from them.

BOG responsibilities:

- Manage the ongoing Major Maintenance and Repair Fund and the annual budget lines “Building Maintenance”, and “Parking Lot and Grounds”
- Hold the vision for major building systems as well as create a plan to manage and maintain these systems
- Plan building and grounds maintenance projects seasonally
- Keep track of the list of “To Dos” for the Many Hands Coordinator and assist with prioritizing projects as needed
- Evaluate how our building serves the Congregation and the Community
- Encourage conversations and projects that affect the safety of the building and those who use it

Time Frame:

The BOG is a standing committee of the BOT that will function on an ongoing basis.

Communications:

The BOG will name a contact person, and share that name with the JRUUC Office Administrator and the BOT.

The BOT will appoint a liaison from the board who will communicate regularly with the contact person. We communicate in person and electronically and maintain a “folder” of shared online documents.

Areas of communication include:

- Working with Many Hands Coalition Coordinator
- Reports to the BOT (via liaison)
- Congregational participation and feedback as needed

Resources:

The BOG will make use of the following resources:

Annual budget and MMF, volunteers, the JRUUC Board of Trustees, social media, the Minister and Staff, and other groups/task forces/committees/teams that regularly use the building as well as the MidAmerica Region and the UUA. We will use our congregational members as resources and experts as needed.

We have a list of congregational experts and professional contacts for building maintenance needs.

Members:

The BOG will ideally consist of either one stewardship committee member or one BOT member, and 3 at large members. Membership is a minimum for one church year. A contact person will be named yearly, the BOT president elect? The BOG is supported by the work of many volunteers. Our leadership structure will be a shared leadership approach. Each member will share responsibility for leading meeting (organizing, setting the agenda and taking minutes) and participating in the group (research, leading projects, etc).

Reflection:

The BOG will periodically reflect on how they are functioning within their Areas of Responsibility (above).

The BOG’s questions for reflection will include: Are we staying true to our Statement of Purpose?

Do members of this group enjoy the work and feel valued? How is the communication within the group and with BOT? What do we need to change?