**SPECIFIC COMMITTEE GUIDELINES (SCG)**

**BUILDING COMMITTEE**

**CHAIR, RICH GREENBLATT**

**Purpose:**

In addition to the General Guidelines for all committees as set forth in the Bylaws, the purpose of the Building Committee is to:

* Manage all matters relating to the proper maintenance of all properties owned by the organization
* Recommend solutions to address building-related problems and concern to the Board
* Represent the Board on all contractual matters relating to the repairs and safe operation of the building

**Responsibilities:**

* To address all matters relating to the upkeep of the building
* Recommend (and be the liaison for) suitable custodian services, as needed
* Maintain an inventory of the organization’s property
* Research and recommend building-related contractors as needed

**Membership:**

The Building Committee shall consist of five (5) voting members as follows:

1. Chairperson (appointed by the Board Chair
2. Vice Chair (appointed by Board Chair, on the recommendation of the Chairperson)
3. Three additional voting members

**NOTE:** The Chairperson, in consultation with the Vice Chair, may recruit as many part-time “Supporting Members” as needed to help manage the affairs of the committee. However, these Supporting Members will not have voting privileges on business matters relating to the committee. As voting members leave the committee, the Supporting Members may become a feeder pool to replace voting members on the committee.

**Duration/Onboarding:**

The Chairperson and voting members are appointed to the committee for an initial period of two years, with an option for an additional two-year extension. Prior to appointment to the committee, all voting members will be interviewed by the Chairperson to determine their interest in, and the potential value of their contributions to, the committee. Following the interview, the Chairperson may recommend the appointment of the members to the committee. Depending upon the results of a background check, the DSOSN Board Chair will approve the appointment of the voting member to the committee.