

Facilities Portfolio

Position/job title: Facilities Portfolio

General Duties of Assigned Portfolio

Goal of Portfolio

The Facilities Director is primarily accountable for ensuring the general upkeep and maintenance of all areas of the Club. These include but are not limited to: Docks, Boat bays, Change rooms, Workshop, Weight room and Erg Room, Club Office, Parking Lot, Grounds, Centennial Room, Banquet facility / bar / lounge, other common areas of the club.

Duties and Areas of Responsibilities

The Facilities Director will communicate with the banquet facility manager to secure their assistance in the smooth operation of areas used by the banquet facility.

Primary responsibilities of the Facilities Director include, but are not limited to the following:

1. Identification of preventive maintenance issues and potential areas of concern
2. Securing contractors to undertake maintenance and repairs as required.
3. Ensuring that garbage and recyclable materials are ready for pick-up
4. Ensuring that the dock is kept tidy
5. Responding to maintenance issues & concerns raised by club members
6. Organizing volunteers for facilities-related initiatives (i.e., maintenance projects, dock raising, lowering, various projects, etc.)
7. Ensure that Board President is kept informed of all major activities of the portfolio and any scheduled sub-committee meetings, to support the Chair's responsibility to monitor overall Board governance.

Sub-committees and Reporting Positions

- Facilities & Capital improvement sub-committee

Evaluation

Director's performance is evaluated annually through reporting to the membership at the Annual General Meeting.

Review and Approval Date

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: _____

Director's Signature: _____