

## **Building and Grounds Committee Charge (4 people)**

*Approved at MFB April 1, 2007*

The Building and Grounds Committee is charged with stewardship of our building and land so that it serves as a witness to the Quaker testimonies, nurtures the Red Cedar community, and supports our neighbors. Its charge includes:

- Developing policies and guidelines for the use of the building and grounds, to be approved by Meeting for Business, and assuring they are followed.
- Scheduling and managing the use of our property for activities of Red Cedar Monthly Meeting and other community organizations.
- Assuring routine care and maintenance of our property, including annual review and implementation of the Due Care Plan.
- Advising Meeting for Business of the necessity for any major building infrastructure investment.
- Scheduling volunteer opportunities, including work days, for the meeting house and grounds.
- Working with other committees to consider donations of goods and services to the Meeting.
- Overseeing the part of Meeting's budget that pertains to the committee's charge, as directed by Monthly Meeting.
- Maintaining accurate working records of its work and ensuring those records are passed along to the next Building and Grounds clerk.

The committee is encouraged to ask for help from meeting members and attenders in carrying out these responsibilities.