

Terms of Reference for 'House.'

1 Authority

- (a) The Board of Management will ensure that the Temple Shalom building and its fittings are well maintained and safe for use.
- (b) While the Board of Management retains general control and management of the affairs of the Congregation (Constitution 25:1) it delegates authority to one Board Member to carry out the responsibilities outlined in this document.
- (c) The Board of Management may amend these responsibilities at any time, by a majority vote, at a Board of Management meeting.
- (d) The Board Member with responsibility for 'House,' reports to the President and to the Board of Management.
- (e) The Board Member with responsibility for 'House,' will produce a written report for monthly Board of Management meetings and for the AGM.'

2 Responsibilities

- (a) In order to identify any issues related to the building and fittings the Board Member with responsibility for House will:
 - i. complete regular checks of the building and fittings, and note any maintenance and safety issues and
 - ii. act as the first point of contact for anyone wishing to raise a concern about the state of repair of the Temple Shalom buildings and fittings.
- (b) Once an issue is identified, the Board Member with responsibility for House will:
 - i. where the issue is one of safety, take steps to mitigate any immediate risk,
 - ii. where necessary seek professional advice on the extent of the problem and possible courses of action,
 - iii. taking note of WH&S guidelines, evaluate whether the issue can be handled competently and safely by a Temple Shalom employee/volunteer or whether an external contractor will be required,
 - iv. where the required work is minor and will cost up to the amount preauthorised for minor works by the Board of Management, arrange for the work to be completed either by a contractor or Temple Shalom employee/volunteer, as appropriate,
 - v. where the work is not urgent but is major and/or will cost more than the amount preauthorised for minor works, report details of the issue and make recommendations for its resolution, at the next Board of Management meeting and
 - vi. where the issue is urgent and work is major and/or will cost more than the amount preauthorised for minor works, liaise with the President and Treasurer who may authorise the works to be completed without prior approval from the Board.
- (c) Once a course of action has been established, the Board Member with responsibility for House will:
 - i. where requested by the Board of Management, seek quotes for works from local contractors and then present the information to the Board of Management,
 - ii. where requested by the Board of Management, arrange for work to be completed,
 - iii. where necessary meet with contractors on site,
 - iv. liaise with office staff to ensure that contractors have necessary access,
 - v. inspect the work on completion to ensure that it is at a satisfactory standard and
 - vi. report satisfactory completion of work, at the next Board of Management meeting.