



The Madawaska Club of Go Home Bay

1898

POSITION DESCRIPTION FOR PROPERTY DIRECTOR

The board of directors (the “**Board**”) of The Madawaska Club of Go Home Bay (the “**Club**”) shall select one of the members of the Board to be appointed as Property Director.

The duties and responsibilities of the Property Director are generally as follows:

- Ensuring that Club-owned property is monitored and maintained properly.
- Without limiting the foregoing, ensuring that the Club’s Caretaker sets up properly the floating docks off the Main Dock, Caretaker Site dock and diving board in the spring (and, in any event, in advance of Canada Day weekend) and removes and stores the floating docks off the Main Dock, Caretaker Site dock and diving board properly in the winter.
- Regularly inspecting the Club’s facilities throughout the spring and summer months to determine where maintenance or replacements may be required.
- Managing the relationship with the Club’s Caretaker, including familiarizing oneself with the terms of the Caretaker’s employment and ensuring the Caretaker’s duties are discharged in a satisfactory and timely fashion, including but not limited to ensuring the Caretaker’s property inspection reports have been reviewed, completed and provided to the Board for posting in a timely manner.
- Should it be determined that maintenance or replacement projects are appropriate, obtain quote(s) from qualified contractor(s) and present the quotes to the Board together with a recommendation as to the repairs to be complete, it being understood that it would be appropriate to obtain multiple quotes for significant repairs/projects.
- If the Board and, where required, Club members authorize proceeding with repairs/project, the overseeing that the repairs are completed on a reasonably timely basis and on budget, and keeping the Board apprised of the progress of the project and anticipated cost overruns.
- Assisting the Board with envisioning long-term planning for existing facilities or building new facilities, and acting as Board liaison on Committees that have a property/facility focus.
- Proposing a budget for the portfolio each year in advance of the Club’s annual general meeting.
- Providing Club members with an overview of the state of the Club’s property, a summary of the work undertaken or expected to be undertaken by the Club in respect of its property and facilities, as appropriate, including at the annual general meeting, the summer dock meeting and any special meeting to consider a land/structure-related project.
- Being reasonably available as a point of contact for members to discuss concerns about use of Club lands and monitoring Club lands and property to ensuring they are used appropriately (e.g., unauthorized camping or picnics, no stacking of picnic tables at Main Dock, etc.).
- Ensuring a new Club flag is hoisted at the Main Dock at the beginning of each summer season.
- Participating in Board meetings, contributing positively as a team member on Board business and working in cooperation with other Board members to support and enhance the initiatives of the Go Home community.

- Carrying such other duties as may be requested by the Board from time to time.

Dated: November 2021

Approved by: Board of Directors of the Club