



BUILDING COMMITTEE CHAIR

The Jamaican Canadian (JCA) is seeking qualified candidates to run for the position Building Committee Chair at the upcoming Annual General Meeting (AGM).

QUALIFICATIONS/SKILLS:

- Volunteer or work experience in a leading a team
- Computer skills and knowledge of software and platforms such as Microsoft Teams and Windows 365, especially Excel and Word
- Report writing skills
- Ability to chair and conduct a meeting
- Must possess handyman skills
- Knowledge of building operations, procurement and infrastructure is an asset
- Outreach to attract and retain committee members

TERM:

- The Building Chair position is elected to serve a two (2) year term

REQUIREMENTS:

- Must be a member of the JCA
- Ability to create and present reports to the JCA Board of Directors and at General Membership meetings.
- Ability to create and implement work plans, project plans
- Able to work independently and lead a team of volunteers in a fast paced, intense working environment
- Experience building partnerships internally and externally to achieve the organization's objectives
- A minimum time commitment of up to 40 hours per month (includes report writing, preparation time, meetings, appearances and committee work)

MAJOR DUTIES:

- Convene and chair monthly meetings
- Co-chair the Building Committee along with the Operations Manager (once position is in place)
- Participate in monthly Finance Committee meetings
- Report to, and provide monthly updates to the Vice President
- Secure three complete quotes for all building renovations, repairs etc.
- Be involved in negotiations to secure the best pricing for JCA keep abreast of cost saving strategies
- In conjunction with the Operations Manager, support the maintenance and operation of any building or premises owned and operated by the Association and of the contents acquired for the use of the Association, subject to the direction of the Board of Directors
- Work with volunteers to support the maintenance of any building or premises owned and or by the Association
- Responsible for scheduling volunteer bartenders for various JCA events and operation of the coatroom
- Responsible for maintaining bar inventory and supplies and providing monthly accounting records including reconciliation to the Treasurer and Finance staff
- Submit to the Vice President the Committee's annual work plan and budget no later than three months (3) prior to the Annual General Meeting for the Board's approval
- Prepare and submit a report to the Vice President for each quarterly and annual general meeting