



HALL MAINTENANCE Co-ordinator

<i>Purpose of Position</i>	<i>Ensure that the Hall is inspected, maintained and repaired as needed to be safe and meet code.</i>
<i>Accountabilities</i>	<i>Recruit and organize a volunteer team to:</i> <ul style="list-style-type: none">• <i>Execute monthly inspections</i>• <i>Repair or fix within skills</i>• <i>Organize outside labour as required.</i>• <i>Organize work bees, etc.</i>• <i>Attend monthly board meetings to update board on current and future requirements of the hall</i>• <i>Submit all expenses to Treasurer.</i>