

Norwood Community Centre

87 Walmer Street | Winnipeg, Manitoba, R2H 3H4
204-986-7056



www.norwoodcc.ca

Vice-President Building and Grounds

Convener Title:	Vice President-Building and Grounds	Term of office:	Annual
Location:	Norwood Community Centre	Voting member:	Yes
Level/Salary Range:	Volunteer Position	Position Type:	Volunteer Position
Position Description:			
<p>Overview</p> <p>The purpose of the Norwood Community Centre is to provide a broad range of recreational, social and leisure activities for persons of all ages residing within the designated areas through the management and operation of the facilities and grounds.</p> <p>Any resident of the area may be nominated to hold the office of Vice President Building and Grounds.</p> <p>Qualifications</p> <p>Must be a member of our community and living within our district.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Abide by the constitution and by-laws (attached) • Support the General Manager in supervising building and grounds caretakers and icemakers • Coordinates estimates and oversees repairs to building and grounds • Maintain an inventory of all property • Maintain repairs on equipment, building and grounds • Ensure all rinks and fields are maintained and operational • Verify and approve all invoices pertaining to building and grounds and ensure all invoices are forwarded to Treasurer for payment • Inform the executive of any immediate or future problems • Coordinate a preventative maintenance and repair schedule to ensure building and grounds are maintained and operational 			
Standard Forms			
Constitution and by-laws			
Reviewed By:	Norwood Community Centre Board	Date:	November 16, 2017
Approved By:	Norwood Community Centre Board	Date:	November 16, 2017
Last Updated By:	Jill Sutherland	Date/Time:	November 16, 2017