

Duties of the TBQ Guild Property Committee Chair

The Property Committee Chair:

- retains a key to the storage unit
- provides the key to members as requested
- periodically updates the inventory of items in the TBQ storage unit
- removes items for the storage unit and disposes of them as the Executive Committee directs
- interact with storage unit management when necessary
- provides and maintains a sign-in log for members who use TBQ equipment
- researches storage facility choices when requested by the Executive Committee
- submits completed 'Request for Reimbursement' forms, along with the receipts to the treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

1. The Chair should keep a record of income and expenses for the year-end report to the President.