

SECTION 6 – PROPERTIES

Origin: TOTP Investment Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 23 November 2012

6.1 Properties Officer

The Properties Officer is a person appointed by the Administration Committee in consultation with the Bishop, to assist in the oversight of TOTP properties and buildings.

6.1.1 DESIRABLE SKILLS

1. Able to ascertain the value, usefulness and going prices of land.
2. Willing to research history, values, prices of land.
3. Able to work well with others.
4. Able to communicate well with others.

6.1.4 ACCOUNTABILITY AND RELATIONSHIPS

1. The Properties Officer reports to and is accountable to the Bishop.
2. The Properties Officer reports to the TOTP Assembly and to the Administration Committee and Coordinating Council as requested.

6.1.3 TENURE

At the pleasure of the Bishop

6.1.4 DUTIES AND RESPONSIBILITIES

At a Minimum, every two years to:

1. To undertake tasks related to property as requested by the Bishop.
2. To undertake tasks related to property at the request of the Administration Committee and/or Coordinating Council.
3. Requests may include such things as visit a parish, examine the condition of buildings, to inquire as to insurance evaluations, condition of the rectory, consult with the church wardens, assist with evaluating, buying and selling of property.
4. To arrange for an annual inventory of TOTP properties in cooperation with the Fraser Basin Property Society

6.1.5 REMUNERATION

Expenses as authorized by the Bishop shall be reimbursed. Travel will be reimbursed at TOTP rates. See Policy 2.3