



PETERBOROUGH NEW HORIZONS BANDS

Property Committee

Date Issued: January 26 2024

Purpose: To manage PNHB property and administrate the instrument rentals.

Methods: See the document "Property Policy", for information on how this is done.

Composition:

- A Chairperson to lead the committee.
- Prefer at least one representative from each band but no limit on the number of team members.
- A Board member will liaison with the Property Committee Chairperson to keep the board informed and submit funding requirements.

Skills Required:

Chairperson

- Team Leadership Skills
- Communication Skills
- Financial Management Skills
- Computer Skills - ability to use Word, Spreadsheets, Google Drive

Committee members

- Communication Skills,
- Ability to work within a team
- Physically capable of assisting to move the type of instruments and equipment typically used by PNHB

Responsibilities:

- Manage the property owned by PNHB in accordance with the Board approved PNHB Property and Rental Policy
- Maintain inventory of all PNHB property.
- Maintain instruments and equipment.
- Administrate the rental of instruments.
- Follow the 'Financial Policy' regarding spending and reimbursements.
- Prepare a plan for the season and a budget for that plan.

Meeting Schedule: As required:

Terms of Membership: One year renewable.



PETERBOROUGH NEW HORIZONS BANDS

Date Approved: January 26 2024

Signed: [Signature]
PNHB President

Signed: [Signature]
PNHB Board Secretary

Revision History:

Date	Description
January 26 2024	Draft provided by Quentin Day. Bev Murphy put in standard format.