

AVCG
Structures Crew Description, Responsibilities and Tasks
2019-2020
(Updated 12/20/2018)

Purpose:

The Structures Crew maintains the garden shed, perimeter fence, rabbit fencing, gates and fence posts to maximize function and the life expectancy of these structures.

Current Crew Members: 1 coordinator and 2 helpers

Responsibilities:

Monthly tasks for all Crew members:

- Inspect the shed and perimeter fence, identifying things that need repair or replacement.
- As needed, purchase materials necessary for repair efforts, as budgeted by the Steering Committee. (See below for budget and reimbursement.)
- Repair fencing, gates, fence posts and the shed, as needed.

Crew Coordinator:

- Create a maintenance checklist along with cost estimates.
- Assign tasks to Crew members and monitor the completion of assignments.
- At the end of the month, report accomplishments and any issues to the Officer Mentor, who shares the information at the monthly Steering Committee meeting.

Current Crew Budget: \$100.00

- The Crew Coordinator may spend up to the budgeted amount without seeking additional authorization. The Coordinator will be reimbursed for expenditures.
- For more expensive items, s/he may request the Officer Mentor to make the purchase rather than spending personal money and requesting a reimbursement.