

Job Description  
Building Liaison Officer  
Karma Cooperative

Last revised by the Board on March 1, 2010

Legal:

A member of the Board of Directors.

Practical qualifications and competence.

1. An understanding of building construction and energy systems will be an asset in carrying out the responsibilities of this position.
2. An ability to work and communicate effectively with the chairperson of the building committee, store manager, Board of Directors and the membership.

Official duties:

1. In conjunction with the building committee and store manager, maintain a list of building projects.
2. Develop strategies to implement changes and improvements to the store.
3. Establish and maintain sound communication between the building committee, store manager and the Board of Directors.
4. Establish operating budgets for projects and receive progress reports on work in progress.
5. Ensure the maintenance of a historical log of equipment in the store in order to help forecast the need for replacement and upgrading.
6. Ensure that any member labour used in building projects, outside of committee work, is properly recorded.
7. Provide written records of filing systems, calendars, and other material sufficient for the successor Building Liaison Officer to assume the duties of the position