

KCYM JOB DESCRIPTION

DIRECTOR OF PROPERTY MANAGEMENT

2025-2026

Job Description: She shall coordinate Club House activities with the Club House Manager, Club House Set-up Chairman, and Carolyn Farwell Fuller Library Chairman, and shall serve as their liaison to the Board of Directors. She shall coordinate and research major repair and decorating projects. She and/or the Club House Manager shall coordinate any special services and cleaning needs with the cleaning company and the Club House calendar of events.

List of Duties:

1. **AUTOMATIC COMMITTEES (Chairman):** Property Management
2. **AUTOMATIC COMMITTEES (Member):** a) Board of Governors for two (2) years
b) Budget c) Club House Management d) Club House Set-up
3. She shall preside over the Property Management Committee whose members shall consist of: President, President-Elect, Club House Manager, Club House Set-up Chairman, Commissariat Chairman, Club Courtesy Chairman, and previous Property Management Directors. This committee shall support the director by researching and obtaining necessary bids as the need arises to preserve the condition of the Club House. This committee will hold two meetings annually – in July and January – to set purchase/replacement goals and will then meet on an as-needed basis. Additional committee members may be obtained on Club Commitment Day.
4. She shall keep an up-to-date list of service people and model numbers for repair purposes and make it available to the Club House Manager and necessary KCYM members. The Service and Supplies list should be revised and updated by April of each year and given to incoming President, President-Elect, Finance and all Property Chairmen. Copies are also to be placed in the Library and kitchen.
5. She shall be responsible, with her committee's assistance, for arranging for necessary repair services and regular maintenance services for the Club House, and may also delegate some of these duties to the Club House Manager.
6. She shall keep a list of expenses involving Club House maintenance and repair.
7. She shall arrange for the proper city health and fire permits and inspections.
8. She shall see that the furnace and air conditioner are cleaned and checked semi-annually.
9. She shall have general charge of all property belonging to KCYM.
10. She shall file the Club House Manager's annual inventory of all Club properties. She shall receive from the Commissariat Chairman and Needle & Craft Work Chairman an inventory listing of their properties. Upon request of the Commissariat Chairman, she shall replace any kitchen or dining room items with Board of Governors' approval, if necessary. She shall provide the Director of Finance

with a copy of the inventory report and a list of all acquisitions (including date acquired, value, cost) and dispositions (same info).

11. Major expenditures to be taken from the restricted fund (Repairs, Replacements and Decorations) must be approved by the Board of Governors. Three bids are necessary for all major undertakings over \$1000.

12. She shall update a notebook to reflect ALL correspondence and pertinent information regarding interior and exterior maintenance and warranties. The notebook will be used as a record regarding service calls and follow-up dates are necessary.

13. She shall be responsible for the distribution of the key pad entry & lock code to members whose positions require access to the Club House.

14. In April, she shall correspond in writing to all major service providers on behalf of the incoming Director of Property Management, thanking them for services rendered and introducing the new director.

15. No later than April, procedures and timelines for this position should be revised and updated and copies sent to the President-Elect.

16. Periodically submit newsletter articles requesting items needed for the Club House and for services needed to maintain and improve it.

17. She shall provide all information and records to the Assistant Treasurer for the semi-annual audit (usually in October and April.)

rev: 4/11, 2/2013, 3/2015, 3/2019, 3/2020, 3/2022, 3/2024

KCYM TIMELINE

DIRECTOR OF PROPERTY MANAGEMENT

2025-2026

April:

- Alarm permit application renewal due– KCMO Police Department
- Meet with your predecessor to learn about your job and review Working notebook
- Attend Incoming/Outgoing Board of Directors meeting
- Contact Shield Security Service with new contact list

May:

- Committee Chairmen confirm the list of committee members and prepare motion with names in alphabetical order to approve committee members at Joint Board of Directors meeting, send electronically to kcym.electronic.records@gmail.com
- Attend Installation Day Tea/Business meeting
- Attend JBOD meeting and review Blue Procedure Notebook
- Attend President's Calendar meeting
- Call WM to suspend service June – August
- After the last trash pickup in June, put a padlock on the doors of the dumpster. There are two padlocks with keys (A and B) in the Property Manager mailbox in the library
- Schedule irrigation system turn on with Ryan. System should be set to run twice weekly, in times of severe drought you can run system manually then change back to system setting
- Schedule backflow testing with Ryan
- Moxie Pest Control quarterly service

June:

- Attend BOD meeting
- Property & Club House should be checked & weeded weekly during summer months. Coordinate schedule with Club House Manager & committee members

July:

- Attend BOD meeting.
- Meet with Property Management Committee to identify concerns for the following year
- Weekly check & weeding

August:

- Submit article for newsletter if needed. Submit each month if necessary
- Moxie Pest Control quarterly service
- Weekly check & weeding

September:

- Trash pickup will resume (scheduled in May)
- Attend JBOD meeting

- Attend Reassembly Day Tea/Business meeting
- Coordinate Fall Club House Clean up with Club House Manager

October:

- Attend Civics Day/Honoring Day
- Attend BOD and Business meetings
- Schedule LBA for twice yearly service/maintenance

November:

- Attend BOD and Business meetings
- Moxie Pest Control quarterly service
- Assist CH Manager with Holiday Decorating

December:

- Attend BOD meeting.

January:

- Attend JBOD and read a mid-year report, send electronically to kcym.electronic.records@gmail.com
- Attend Business meeting

February:

- Attend BOD and Business meetings
- Shield Security Systems renewal due and bills automatically
- Review job description and timeline as requested by President-Elect.
- Review budget and make recommendations for Budget Committee
- Moxie Pest Control quarterly service

March:

- Attend BOD meeting and Business meeting and read final report as requested. Send electronically to kcym.electronic.records@gmail.com
- Prepare Working notebook to pass on to your successor
- Turn in Blue notebook as requested

April:

- Attend Incoming/Outgoing BOD meeting. Read final report if not done at March BOD meeting, send electronically to kcym.electronic.records@gmail.com
- Call WM to suspend service June – August, provide update with name & contact info for incling President & Director of Property Management
- Meet with your successor and review Working notebook
- Attend Business meeting
- Submit all final service hours
- Submit final reimbursement form with copy of receipts to Treasurer before April 30th deadline
- Submit article for President's report as requested
- Meet with Property Management Committee to review past year's activities and determine need for additional research or repairs(optional)

- Provide a copy of Club House inventory and list of acquisitions and dispositions to Director of Finance
- Schedule LBA for twice yearly service/maintenance
- Notify service providers of the new Director of Property Management
- Review location of Property Manager notebooks in kitchen and library with incoming Director
- Update Contact Information Card
- Coordinate Spring Club House Clean Up with Club House Manager
- Check supplies and purchase as necessary

4/2013, 4/2018, 3/2020, 3/2022, 3/2024