



Job Description: National Property Committee

Role Purpose

To support SCOUTS South Africa (SSA) Exco and the Regional Commissioners (RCs) in ensuring SSA is operating and growing in a sustainable manner with a specific emphasis on the property aspects.

To ensure that properties held or leased are utilised to their fullest and are assets to SSA.

Functions

1. Management and oversight of all Scout owned properties and estates nationally.
2. Management and oversight of all properties leased to SSA nationally.
3. Ensuring that all estates and properties, whether leased or owned, have a functional management team or committee who oversee the day-to-day operations and maintenance of the properties.
4. Preparation of an annual property budget for SSA.
5. Making recommendations in respect of either the acquisition or sale of owned properties.
6. Making recommendations in respect of either the entering into or termination of leases of properties used, but not owned by SSA.
7. Drafting and implementing standard contracts for wardens.
8. Executing any other property related task that may be reasonably delegated by the Chief Executive Officer (CEO) or Exco.
9. Development of an Annual Property Strategy.
10. Recruitment and Management of resources to assist with the aforementioned task. These may be delegated, but the National Property Committee (NPC) retains the overall responsibility.

Accountability & Reporting Structure

Applicable Policies to the Role:	SSA Organisational Rules SSA Finance, Fundraising and Administration Policy SSA Property Policy
Report to:	CEO via Chairperson
Peers:	SSA Exco Administrative Committees/Teams
Manages:	Regional Property Representatives
Supports:	Regional Commissioners (RCs) District Commissioners (DCs) Scout Group Leaders (SGLs)

Delegated Power

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1. To recommend to the CEO the purchase or non-purchase of properties or improvements to properties.
2. To recommend the extension or termination of leases for properties leased to SSA.
3. To recommend funding for improvements, maintenance or renovations on leased or owned properties.
4. To approve subletting of SSA properties.
5. Any other temporary property related authorities delegated by the CEO or Exco in writing from time to time.

Period of Warrant

5 Years renewable for 3, and then 2 years. Thereafter the Warrant cannot be renewed for the role.

Appointment Procedure

Process as described in Organisational Rules Section 8.5.

Other Agreed Tasks

As agreed with the direct report, the candidate will also be responsible for:



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