

 **FIR POINT BIBLE CONFERENCE**

**CONFERENCE ADMINISTRATOR RESPONSIBILITIES**

I. THE ADMINISTRATOR SHALL BE RESPONSIBLE FOR THE CONFERENCE FACILITY.

A. General maintenance of the Conference

1. Act as on-site supervisor for Conference staff, volunteers and contractors as needed.

2. See that the facility is maintained in an appropriate manner.

3. In the absence of the Conference Host/Caretaker see that the rental groups have their needs met.

4. See that the physical needs (housing, materials, etc.) of the Conference staff are met.

5. See that fire and liability insurance is current and adequate, and that the camper/day audit is done.

6. Purchase non-janitorial supplies, parts, and materials unless otherwise arranged.

7. Prioritize other maintenance projects during the off-season.

B. Remodeling of Conference facilities

1. Securing and working with the engineer if necessary.

2. Securing necessary permits.

3. Overseeing work.

4. Securing bids/contacting contractors if necessary.

5. Securing materials if doing in-house.

C. Construction of new facilities

1. Working in accordance with long-range plan as directed by the board.

2. Prioritizing expansion of the facility.

3. Securing and working with the engineer if necessary.

4. Securing clearance with building departments or planning departments.

5. Securing necessary permits.

6. Securing bids/contacting contractors if necessary.

7. Overseeing or arranging for volunteers/work parties.

8. Securing materials if doing in-house.

II. THE ADMINISTRATOR SHALL BE RESPONSIBLE FOR WORKING WITH THE CONFERENCE BOARD

A. Prepare and present an agenda for both quarterly and annual meetings.

B. Present an account of general and/or specific activity, projects, needs and proposals to

 the Board at quarterly meetings.

C. Provide the Board with adequate information to make knowledgeable decisions on

 projects, needs, etc.

D. Promote the ministries of Fir Point Bible Conference to conference, supporting and potential

 churches.

III. THE ADMINISTRATOR SHALL BE RESPONSIBLE FOR THE OVERSIGHT OF TH STAFF.

A. Make sure their spiritual needs are met.

B. Be available to answer questions or help with personal needs.

C. Hold staff meetings monthly or more often as needed.

D. Work with individual staff members to develop and/or revise job descriptions, as needed.

E. Submit any changes to job descriptions to the Conference Board for approval.

F. Keep the Personnel Committee informed about any personnel problems.

G. Be available to the Conference Host/Caretaker during InFaith camps and retreats

I acknowledge that I have read and agreed to these responsibilities and will abide by them.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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