

# Property Trustee Procedure

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**General Overview:** This Property Trustee is to ensure that all Michiana Master Gardeners Association (MMGA) assets have been properly inventoried and recorded in order to insure that the items are intact and in good order thus protecting the investment of the organization. All items in the inventory are available for use by Master Gardeners both individually and as an organization therefore it is important to keep an accurate records of all items. The trustee is to keep the storage area(s) organized and labeled to facilitate retrieval and to insure the condition of all items held in storage.

**Requirements:** The Property Trustee must be a MMGA member in good standing and be willing to hold the position for at least one year. The Property Trustee may select a Co-Chair if desired to accomplish the goals of this position. The candidate will be detail oriented and have a willingness and desire to keep accurate records of all property assets of the organization. They should be willing to periodically sort, organize, count, record and clean the items on an as needed basis.

**Duties:** The Trustee will keep accurate inventory listings of all MMGA physical assets along with the description, model number, serial numbers (if applicable), and quantity and where the items are stored. This position also requires this person to check the storage area routinely to keep it organized and to restock all items that are returned to the proper storage tub or shelving area. The items are checked for missing parts or damage by the extension office personnel upon return however the Property Trustee should also check them periodically to insure that they are intact.

The trustee should report in a timely manner any item that may need to be restocked, repaired or replaced so that sufficient quantities remain on hand for association use. If any equipment is not returned from loan or is returned in a damaged condition it should be reported immediately to the Board of Directors for further action. A borrowers agreement is on file in the extension office that clearly states the expectation and responsibilities of the borrower. This is to be signed by the borrower at the time of check out and kept on file until the equipment is returned in satisfactory condition.

It is not the responsibility of the Property Trustee to clean or transport MMGA items to events. It is up to each committee or user to ensure that all

borrowed items are returned in clean usable condition and further to report any problems they may have encountered with the equipment.

**Reports / Records:**

- Regular communications with the appointed board liaison regarding inventory levels of disposables or any condition problems with durable equipment.
- A budget request should be prepared for presentation at the August board meeting. This would include the need for additional storage tubs or shelving.
- A spreadsheet of all assets will be kept current and presented upon request to the board or other persons the board may direct access to. A copy of the inventory file should be sent to the Ag secretary for back up purposes.
- Update the Borrowers Agreement as deemed necessary by the board. A copy of the agreement should be sent to the Ag secretary for office use.

**Time Commitment:** It is estimated that the responsibilities during meetings will involve 1 hour or less per month. Outside of meetings one might expect to give 2 – 3 hours of service in the form of physical organization of storage areas and inventory assessment and reports.