

Phase II Design and Construction Task Forces Job Descriptions

The Building Renovation and Capital Campaign Steering Committee invites you to respond if you are interested in being considered for a position on the Phase II Design and/or Construction Task Forces. This Design Task Force will represent the congregation in the interface between All Souls and Gaster Walker during the Design Development and Technical Design phases of our building renovation project. The Construction Task force will represent the congregation during the bidding and construction phases of our renovation project.

Approximately seven to nine people on each of these Task Forces, including co-chairs will have experience, expertise and/or interest in one or more of the following areas:

- Architectural Design
- Engineering
- Finance
- Legal or contract negotiations
- Construction
- Visual/Interior Design
- Landscaping
- Oversight and/or coordination of large projects
- Organizational skills

Members of the Task Force will:

- Meet on a regular basis (weekly when required)
- Be able to work collaboratively
- Take direction and advice from the professionals we have hired
- Support decisions made by the Task Force and the Steering Committee even when they do not align with a personal opinion
- Seek the congregation's "center of gravity" and represent interests of the majority rather than a personal agenda
- Be a voting member of All Souls
- Have a pledge on record to the Capital Campaign

Phase II Design Task Force will meet up to and including the Contractor Selection Phase (approximately April through December 2016).

Construction Task Force will meet from approximately September 2016 through project completion.

The Task Force will report to the Steering Committee, and in some circumstances, to the Board of Trustees.

The Steering Committee will determine the composition of this Task Force based on interest and skills indicated by interested parties, seeking to create a well-rounded group that can function efficiently and effectively.

Task Force Response Form

I am interested in serving on:

- Phase II Design Task Force
- Construction Task Force

I would like to serve as:

- Member (see job description)
- Consultant

My skills/experience/interests are:

- I am a voting member of All Souls Unitarian Universalist Church
- I have made pledge to the Capital Campaign

Name (please print)

Phone number

Email Address

Signature

Please return this form to Jane Wilson (jane.r.wilson@gmail.com), Lamar Hicks (dixieandlamar@yahoo.com) or the church office by April 15 for the Phase II Design Task Force or by September 1, 2016 for the Construction Task Force.