

**San Antonio Conservation Society**  
**Job Description**  
**PROPERTIES RESTORATION & EASEMENTS**

This Chairman serves as liaison between the Properties Restoration Manager and the Board of Directors, reports on property maintenance, restoration, and façade easement issues, and monitors receipt, transfer, and deaccession of personal property. Staff maintains a complete computer record, organized by site, of all acquisitions of personal property, whether purchased, donated or found, for each property owned by the San Antonio Conservation Society / Foundation.

**DUTIES OF THE CHAIRMAN**

1. Appoint members to the committee and present to the President for approval. Assign committee duties to members.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate all activities.
4. Review in coordination with the Properties Restoration Manager the various projects and funding requests for the current year and report to Board when appropriate.
5. Acceptance, transfer, and disposal of objects are to be referred to this committee for presentation to the Board for approval.
6. The Chairman or her/his appointee accompanies the Properties Restoration Manager on annual inspections of easements held by the Conservation Society, reporting on their condition when necessary to the Board.
7. File a final report of the committee's activities before the June general membership meeting.