

THE CLAYTON E. MONEYSMAKER AMERICAN LEGION POST 237

DEPARTMENT OF ALABAMA

STANDARD OPERATING PROCEDURES

BUILDING COMMITTEE

August 18, 2025

Purpose: To provide the Post 237 Executive Committee and the building knowledge of the duties and responsibilities of the Building Committee.

This committee shall be charged with the supervision of all matters pertaining to new construction and/or maintenance of the Post facilities.

Scope: This SOP applies to the duties and responsibilities of the Building Committee of The Clayton E. Moneymaker American Legion Post 237, Department of Alabama.

Authority: The By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, Article VII, Section 1, subsection f., dated August 18, 2025

IF AT ANYTIME THIS DOCUMENT CONFLICTS WITH THE CONSTITUTION AND BY-LAWS, THEN THE CONSTITUTION AND BY-LAWS TAKE PRECEDENCE.

References:

Trustees SOP

<https://www.legion237.com/index.php?id=206>

Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237

<https://www.legion237.com/index.php?id=206>

- 1.1. **General Duties of the Building Committee:**
- 1.2. The Building Committee will consist of the Post Trustees and at least two other members added by the Chairman. The One Year Trustee shall chair the Committee. The Building Committee typically consists of members of the Post local family who are interested in or have expertise in building maintenance, construction, or property management.
- 1.3. The Building Committee will meet monthly and when called by the Chairman to address immediate facility maintenance requirements.
- 1.4. **Purpose:** The primary goal of a building committee is to ensure the Post's physical space is functional, safe, secure and well-maintained.
- 1.5. **Responsibilities:**
- Routine maintenance (e.g. preventive maintenance, demand maintenance, and special building requirements.).
 - Making necessary repairs when possible, using membership resources.
 - Identifying maintenance issues that require outside support such as maintenance contracts, etc.
 - Overseeing renovations or improvements.
 - Managing the Post's property's maintenance needs and keeping the Executive Committee apprised of meeting any legal and safety requirements that require funding outside of the current budget.
 - Provide budget input for the annual budget process for all known recurring maintenance requirements.
- 1.6. **Importance:** A well-maintained Post facility is essential for attracting members, hosting events, and providing a welcoming environment for veterans and their families.