## Property Committee

DUTIES

The Property Committee is responsible for all the property owned by the Summit Chapter of The Old Guard. The responsibility includes the maintenance and storage of all items.

PROCEDURES

The Committee will consist of a Chairman and one or more members. The Committee will maintain a current inventory of all property belonging to the Old Guard. The original cost of each item shall be included.

The property inventory will contain several sub-lists – one for each Committee that uses property owned by the Old Guard. Each Committee shall store and maintain the items for which it is responsible. The status of all items on its sub-list will be reported to the Property Committee at year-end.

The Property Committee shall verify the location and condition of all property on the inventory and report its findings to the Council.

Effective since 2010, Old Guard cabinet keys are controlled by the Chairman of the Audio and Visual Aids Committee and Hospitality Committee for use by their early arriving members who start meetings set-up.

