



20151018M7 - Director of Property and Assets  
Effective Date: 10-18-2015

### Purpose/Introduction

This position serves the Membership as the Director responsible for Spirit Haven's Real and Intellectual Property. The Director shall serve the Corporation and membership within the guidelines of the State of Texas Nonprofit Corporation act.

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### Policy Content

The Director of Property and Assets (DoPA) shall not be autonomous with regards to the position and responsibilities of Spirit Haven Ranch (SHR). All major decisions and planning shall be discussed with the entire Spirit Haven Board of Directors (the Board) and shall have a Board agreement before major changes or acquisitions are started. The Board shall determine limits of authority on initiating projects and publish those limits to the membership.

The SHR Manager and staff shall direct reports to the DoPA.

The DoPA shall never assume control or authority over Spirit Haven property independent of the Board and Membership desires and orders.

The DoPA shall maintain the appropriate insurance for property, rolling stock and liability for Spirit Haven property and events.

The DoPA shall manage all maintenance on or about Spirit Haven real property, rolling stock, intellectual assets and information & security systems hardware and operation of the same.

The DoPA may appoint staff as needed, with all staff appointments or removals from a staff position to be voted on by the Board. The Board or Membership may add responsibilities to this position as required or desired.

This position shall become legally effective on January 1, 2016, with a Director elected during the Samhain 2015 Board of Director elections.