

The new **role of Property Correspondent** will include:-

- Receiving correspondence from Trustees on property matters (usually via the Principal Officer) and sharing it within the Meeting as appropriate.
- In particular receiving the Annual Property Questionnaire and ensuring that it is completed and returned
- Providing a brief report to Property Committee on local property matters and issues before each meeting of that Committee – roughly four times per year - (previously these reports have been prepared by the Property Link Friends on behalf of their linked Meetings). Guidance has been prepared on what it is helpful to include in the report. The PO will let you know in advance when the reports are required.
- If financial assistance from the CEQ Building Fund is required for a major project, the Property Correspondent will be responsible for submitting an application. (Guidance on submitting an application to the Building Fund can be found on the CEQ website property section and the PO or clerk to property committee can be contacted for further advice)
- If guidance is required from Property Committee the Property Correspondent will liaise with the Principal Officer to determine the best way to route the enquiry

January 2023