



## CSA Camp Leadership Committee Position Descriptions

### Leadership Committee Chair

The Leadership Committee Chair shall:

- a. be elected by the Leadership Committee once all of the positions are filled (except staff liaisons).
- b. preside at and run all CLC meetings, or delegate as required.
- c. determine the time and place of all CLC meetings.
- d. set agenda items.
- e. entertain motions for discussion.
- f. keeps order at all CLC meetings.
- g. shall not vote unless to break a tie at CLC meetings.
- h. perform these duties in addition to the assigned duties of their respective positions.
- i. be responsible for their own conduct.
- j. if required, have completed a background check.

### Camp Registrar

The Camp Registrar shall:

- a. be elected by the Camp Community.
- b. attend all CLC meetings.
- c. be responsible for the registration duties of CSA.
- d. be responsible for collecting the mail, disseminating the mail to appropriate members.
- e. be responsible for making deposits of monies received and reporting details of deposits to the Bookkeeper.
- f. be responsible for mailings, postings and notifications with regards to camp business.
- g. take direction from the Camp Director, provided that the direction is not in direct conflict with the purpose and mission set in this Charter, or in conflict with the CLC.
- h. be responsible for camper and leader-trainee registrations and staff applications, including managing the registration website and portal.
- i. be responsible for their own conduct.
- j. have completed a background check.

### Camp Director

The Camp Director shall:

- a. be a minimum of 25 years old at the time of camp.
- b. have a minimum of two seasons of relevant experience in CSA activities.
- c. be elected by the Camp Community.
- d. attend all CLC meetings.
- e. be responsible for all activities associated with the execution of the week of CSA.
- f. take direction from the Leadership Committee, and structure the week of CSA, provided the direction is not in direct conflict with the purpose and mission set in this charter.
- g. appoint the following positions with approval of the Camp Community:
  1. Bookkeeper.
  2. Program Director.
  3. Spirit Director.
  4. Archery Director.
  5. Operations Director.
- h. appoint, without approval of the Camp Community, the Assistant Camp Director.
- i. be trusted to make decisions on behalf of CSA.
- j. be responsible for the welfare of everyone at camp.



- k. serve as primary contact between facility management and CSA.
- l. be on duty at all times while at camp.
- m. meet with Program Director, Assistant Camp Director, Chaplain, Operations Director, and Medic daily to coordinate activities and discuss any issues while at camp.
- n. take opportunities to coach and mentor leadership skills with all staff.
- o. always be available to relieve any position (or find relief) as needed for emergencies while at camp.
- p. is a member of the Tribunal.
- q. be responsible for their own conduct.
- r. have completed a background check.

### Assistant Camp Director

The Assistant Camp Director shall:

- a. be a minimum of 25 years old at the time of camp.
- b. have a minimum of two seasons of relevant experience in CSA activities.
- c. be appointed by the Camp Director.
- d. attend all CLC meetings.
- e. be responsible for assisting in all activities associated with the execution of the week of CSA as directed by the Camp Director.
- f. take direction from the Camp Director, and structure the week of CSA, provided the direction is not in direct conflict with the purpose and mission set in this charter or in conflict with the CLC.
- g. Assume the responsibilities of the Camp Director in their absence at CLC Meetings or during the week of CSA.
- h. be the Chair of the Transportation and Staffing Committees.
- i. report to Camp Director while at camp.
- j. assume responsibility for the welfare of all campers, and cabin staff assigned to him/her.
- k. be on duty at all times while at camp.
- l. meet with CITs, Counselors and Unit Directors daily to coordinate activities and discuss any problems.
- m. take opportunities to coach and mentor leadership skills with cabin staff.
- n. always be available to relieve any cabin staff position (or find relief) as needed for emergencies.
- o. is a member of the Tribunal
- p. shall be responsible for their own conduct.
- q. have completed a background check.

### Program Director

The Program Director shall:

- a. be nominated by the Camp Director and approved by the Camp Community.
- b. attend all CLC meetings.
- c. be responsible for composing the schedule of events for the entire week, including but not limited to meal plans, canteen and coordinating with facility contacts.
- d. be responsible for directing all of the program activities associated with the week of CSA, as directed by the Camp Director.
- e. take direction from the Camp Director, and structure the programs for the week of CSA, provided the direction is not in direct conflict with the purpose and mission set in this charter or in conflict with the CLC.
- f. be the Chair of the Program Committee.
- g. report to Camp Director while at camp.
- h. assume responsibility for the welfare of all Leader Trainees and Program Staff assigned to him/her.
- i. be on duty at all times while at camp.
- j. meet with Unit Directors and Spirit Director daily to coordinate activities.
- k. take opportunities to coach and mentor leadership skills with Program Staff.
- l. always be available to relieve any Program Staff position (or find relief) as needed for emergencies.
- m. is a member of the Tribunal.



- n. be responsible for their own conduct.
- o. have completed a background check.

### Spirit Director

The Spirit Director shall:

- a. be nominated by the Camp Director and approved by the Camp Community.
- b. attend all CLC meetings.
- c. be responsible for the Spirit/Theme of camp, and coordinate all activities with Program Director prior to and at camp as needed, keeping the Spirit/Theme alive through theme participation, announcements, involving the campers and staff in exciting activities during non-session activities.
- d. be responsible for the scheduling and running (or delegation to a dedicated campfire director) of campfire during the week of CSA.
- e. structure Spirit/Theme and Campfire programs for the week of CSA as directed by the Camp Director, provided the direction is not in direct conflict with the purpose and mission set in this charter or in conflict with the CLC.
- f. be the Chair of the Spirit Committee.
- g. reports to Camp Director while at camp.
- h. must be capable of filling in and assuming the responsibilities of Program Director if needed.
- i. be responsible for conducting Campfire in a manner befitting and appropriate to CSA and its purpose, mission, and good taste.
- j. be responsible for their own conduct.
- k. have completed a background check.

### Medical Director

The Medical Director shall:

- a. be elected by the Camp Community.
- b. attend all CLC meetings.
- c. be responsible for acting as the primary safety contact for all of camp, and ensuring that the week of CSA, campers and staff, comply with all safety and medical regulations.
- d. take direction from the CLC, and structure safety and training programs for the week of CSA, provided the direction is not in direct conflict with the purpose and mission set in this charter.
- e. be the Chair of the Training Committee.
- f. possess the required and necessary certification in First Aid/Lifesaving and CPR, plus whatever other certification necessary for the position as required by ACA, state regulations, any governing bodies that Camp St. Andrews affiliates themselves with, and/or our insurance agreement.
- g. reports to Camp Director while at camp.
- h. be responsible for the safety of everyone at camp.
- i. be responsible for securing the medications of those attending, and distribution of said medications.
- j. must maintain and ensure camper and staffer confidentiality.
- k. be on duty or available at all times while at camp.
- l. is a member of the Tribunal.
- m. be responsible for their own conduct.
- n. have completed a background check.

### Special Exclusion – Shared Responsibility

*In the event that the position is shared between two people (i.e. one person is fulfilling the role of Medical Director during the year and a second fulfilling the role of Medic during the week of camp) the division of responsibilities shall be as follows:*



- a. Medical Director: Shall meet criteria of items (a),(b),(d),(e) & (m & n) as listed above. While certification in medical protocols is a plus, it will not be required to fulfill the position as it will be deemed an administrative position. The Medical Director shall be a member of the Tribunal during the week of camp.
- b. Medic: Shall meet the criteria of items (c), (f), (j) & (m) as listed above. However, if the Medic is contractually provided by the rental facility they shall be exempt from item (m & n) provided the facility requires a background check and the Medic has passed it. The Medic will not be an official member of the Tribunal, but has the ultimate authority during week of camp, whenever there is a concern for safety.

### Chaplain

The Chaplain shall:

- a. be elected by the Camp Community.
- b. attend all CLC meetings.
- c. be responsible for acting as a spiritual advisor for all of camp, and ensuring that the week of CSA maintains a purpose to promote Christian values, fulfill our mission, and never lose sight of our primary purpose.
- d. take direction from the CLC, and structure a spiritual program for the week of CSA, provided the direction is not in direct conflict with the purpose and mission set in this charter.
- e. preferred to be a working or retired member of the clergy but not required, if none available, be approved by the CLC.
- f. reports to Camp Director while at camp.
- g. be responsible for the preparation and execution of chapel each day, and present a program in a manner appropriate and understandable to children, involving the children as much as possible.
- h. is a member of the Tribunal.
- i. be responsible for their own conduct.
- j. have completed a background check.

### Scarf Director

The Scarf Director shall:

- a. be elected by the Camp Community.
- b. attend all CLC meetings.
- c. be responsible for directing all of the scarf activities associated with the week of CSA, both during camp and before camp.
- d. take direction from the Camp Director, and structure the Scarf program for the week of CSA, provided the direction is not in direct conflict with the purpose and mission set in this charter.
- e. be the Chair of the Scarf Committee.
- f. reports to Camp Director while at camp.
- g. have accepted the challenge of the White Scarf.
- h. be responsible for scheduling scarf ceremonies with the Program Director to minimize conflicts with camp activities.
- i. be responsible for conducting or delegating scarf discussions in a group or individual setting.
- j. is an alternate member of the Tribunal.
- k. be responsible for their own conduct.
- l. have completed a background check.

### Bookkeeper

The Bookkeeper shall:

- a. be nominated by the Camp Director and approved by the Camp Community.
- b. attend all CLC meetings.
- c. be responsible for the finances and issuing checks on behalf of CSA.
- d. maintain all accounts for CSA.
- e. report all finances to the CLC as follows:





- f. maintain monthly income and expenditure reports.
- g. maintain and report the financial status to the CLC, including balances in all accounts.
- h. prepare the annual budget to be approved by the CLC by the March meeting.
- i. prepare and present actual year-end financial reports to the CLC by the following fiscal year January meeting.
- j. assist the CSA Inc. Treasurer in preparation of annual state and federal non-profit tax returns and other required filings.
- k. be responsible for any required adjustments to invoices and payments for registrants for Camp, as well as communicating with registrants regarding such adjustments.
- l. be responsible for financial aid final determination, communication, and tracking.
- m. be responsible for approving expenditures and reimbursements for Camp and CLC members.
- n. take direction from the Leadership Committee on Leadership Committee related issues, provided that the direction is not in direct conflict with the purpose and mission set in this charter.
- o. take direction from the Camp Director on Camp related issues, provided the direction is not in direct conflict with the purpose and mission set in this charter.
- p. be responsible for their own conduct.
- q. if required, have completed a background check.

### Operations Director

The Operations Director shall:

- a. be nominated by the Camp Director and approved by the Camp Community.
- b. attend all CLC meetings.
- c. be primary point of contact at camp for
  - 1. all facilities needs during the week of camp (see job description).
  - 2. physical assets.
  - 3. walkie-talkies and satellite phones such as charging, swapping, distribution.
  - 4. inventory management while on site.
  - 5. coordinating with CJH to designate where Staff Dry Storage and Canteen product will be stored.
  - 6. works closely with Program Director, Spirit Director, Director, LT UD's to ensure above duties are accomplished and resources distributed/returned.
  - 7. all printing and merch needs: T-shirt distribution, awards print-outs, certifications during the week of camp.
- d. conduct themselves in a manner that is not in direct conflict with the purpose and mission set in this charter or in conflict with the CLC.
- e. be responsible for their own conduct.
- f. have completed a background check.

### Archery Director

The Archery Director shall:

- a. be nominated by the Camp Director and approved by the Camp Community.
- b. attend all CLC meetings.
- c. must hold a level two certification through USA Archery.
- d. be responsible for ensuring all certifications and state-specific compliance requirements are met for self and staff.
- e. be responsible for inventory management for owned gear, owning the process and participants for set up and tear down activities.
- f. be responsible for compiling a materials request for additional purposes (quote, timing, business case), executing or delegating the execution of materials
- g. structure the Archery Program for the week of CSA as directed by the Camp Director, provided the direction is not in direct conflict with the purpose and mission set in this charter or in conflict with the CLC.
- h. be the Chair of the Archery Committee.
- i. reports to Program Director while at camp.
- j. be responsible for their own conduct.
- k. have completed a background check.



**Member-at-Large (3)**

The Members-at-Large shall:

- a. be elected by the Camp Community.
- b. attend all CLC meetings.
- c. be responsible for representing the needs and wishes of the Camp Community.
- d. conduct themselves in a manner that is not in direct conflict with the purpose and mission set in this charter or in conflict with the CLC.
- e. assume the role of an open Committee Chair.
- f. be responsible for their own conduct.
- g. have completed a background check.

**Staff Liaison (3)**

The Staff Liaisons shall:

- a. be elected by the CLC.
- b. attend a majority of CLC meetings.
- c. be responsible for representing the needs and wishes of the Camp Staff and Leader Trainees.
- d. conduct themselves in a manner that is not in direct conflict with the purpose and mission set in this charter or in conflict with the CLC.
- e. be responsible for their own conduct.
- f. If required, have completed a background check.