

CAMP ST. ANDREWS

CAMP LEADERSHIP COMMITTEE CHARTER

Adopted January 11, 2020, revised January 8, 2022

Section 1: Purpose & Mission

Purpose

The purpose of the Camp St. Andrews Camp Leadership Committee (aka CLC, Leadership Committee, or simply CSA) is to provide a carefully planned and fully programmed week of recreation, emphasizing group and individual activities for children from diverse backgrounds, conducted in an outdoor setting that encourages reflection on nature, the environment, and building a closer relationship with God.

Mission

We are a camp dedicated to providing a positive, loving, and accepting environment where we serve as examples of Christian living, especially for children. We dedicate ourselves to creating and fostering an exciting spiritual, developmental, and recreational program. We strive for long-term stability, efficiency, and security. We pledge to share this mission more deeply with our current community and look forward to growth, and the opportunity to extend our mission to others.

Section 2: Membership

Camp St. Andrews Community Membership Categories

CSA's Community consists of the following membership categories, the terms for which shall begin each year on January 1, and end on December 31, unless an exception is noted:

- Camp Community Member: Any CLC member, Subcommittee member, Camp Staff member, Leader Trainee (LT), Camper, or Honorary Camp Member.
- Voting Community Member: Any current CLC member or Subcommittee member, or Camp Staff member or Leader Trainee (LT).
- Camp Leadership Committee Member: The Community-elected and Director-appointed members of the current year's CLC.
- Camp Subcommittee Member: Anyone actively serving on one or more of the Camp Subcommittees.
- Camp Staff Member: Anyone 16 years and older, who attended camp in a staff role in the past three years.
- Leader Trainee (LT): Attendees aged 14-15 years old, who have attended either of the previous two camp years as a Leader Trainee.
- Camper: Anyone who attended camp as a camper in the past three years who is still of camper age and is a non-voting member.
- Honorary Camp Member: Anyone with an interest in supporting the purpose, mission and/or activities of CSA, but does not fall into any of the above categories and is a non-voting member.

Compensation

No members of the Camp Community or Leadership Committee shall receive compensation for their services as volunteer members. (However, any member may be reimbursed for approved expenses directly pertaining to the business of camp.)

Voting Rights

To be considered a Voting Community Member, one must belong to at least one of the following categories, as defined above: Any current Camp Leadership Committee Member or Subcommittee Member, or Camp Staff Member or Leader Trainee (LT).

- (a) Voting members shall be entitled to only one vote in all elections and applicable motions.
- (b) Except for elections, veto, and charter-related votes, only Leadership Committee and Subcommittee Members may

vote on motions before the committee. Any vote of the Leadership Committee shall be noted in the minutes and may be made public to the Camp Community.

- (c) Only Leadership Committee members may attend and vote in Leadership Committee Executive Sessions (see Section 3 below), the results of which will be recorded and remain accessible only to Leadership Committee Members.
- (d) Any decision of the Leadership Committee may be vetoed by a two-thirds majority of the eligible Voting Community Members.
- (e) Under special circumstances requiring immediate action of the Leadership Committee, the Leadership Committee Chair or Camp Director may solicit verbal votes via phone or other means. The tallies will be verified and may be made public in the following month's minutes. Each Leadership Committee Member shall provide written confirmation of any verbal votes within 10 days.

Section 3: **Meetings**

Leadership Committee Meetings

The Leadership Committee shall meet monthly, with the exceptions of February and July. Required Leadership Committee actions shall be outlined in the CLC Internal Schedule at the end of this document, which shall be replicated separately in the official CLC file-sharing platform.

Leadership Committee Meetings shall be held at any place determined by the Leadership Committee Chair. Notice of the time and place of the Leadership Committee Meetings must be posted for all Leadership Committee Members and Camp Community members at least 15 days before the date of the meeting. Meetings can also be held via conference call. All CLC meetings will be open to the Camp Community, however, the Leadership Committee Chair or a majority of the Leadership Committee may adjourn to an Executive Session for discussion of items / issues deemed not appropriate for general community discussion (i.e. disciplinary actions, contract negotiations, staffing issues, etc).

Special Meetings

Special meetings of the Leadership Committee may be called by the Leadership Committee Chair, or by a majority of the Leadership Committee Members, with either written notice, phone notice or approved electronic means at least five days in advance. Special meetings may be open or closed to the Camp Community, based upon a majority decision of the Leadership Committee.

Quorum for Meetings

A Quorum of the Leadership Committee will exist when the number of Committee Members present equals not less than 51% of the current term Committee Members. Except where noted, motions and elections shall be passed with a simple majority of the voting members present at the meeting. The members present at a meeting represented by a quorum may continue to transact business until adjournment, even if the withdrawal of some members results in representation less than a quorum. Members who join by teleconference within fifteen minutes of meeting start, and who attend for a minimum of 30 consecutive minutes, count towards the quorum.

Action without a Leadership Committee Meeting

Any action by the Leadership Committee may be taken without a meeting if all Leadership Committee members are notified and a majority of the Leadership Committee individually or collectively consent to the action (to be submitted in writing within five days).

Section 4: **Leadership Committee Roles and Responsibilities**

Purpose

The Leadership Committee shall act as the governing body of CSA, responsible for managing and facilitating the program and events for the calendar year. The CLC shall be acquainted with the operation, potential, and needs of the camp. This familiarity enables the CLC to make decisions regarding

- (a) Necessary financial support from the Community

- (b) Prices for Camp
- (c) Purpose and Mission
- (d) Direction of Camp
- (e) Fundraising
- (f) Promotion
- (g) Training
- (h) Facility
- (i) Program
- (j) Scarf
- (k) Spirit
- (l) Campfire
- (m) Staffing
- (n) Recruiting
- (o) Supplies and Procurement
- (p) Chapel and worship
- (q) Electing CLC representatives to the Camp St Andrews Inc. Board of Directors
- (r) All other CSA activities, events and items

Expectations

Any member of the Leadership Committee is among the highest representation of Camp St. Andrews. Therefore, it is expected that every Leadership Committee Member attend all meetings, act in a manner that reflects wholesome Christian values and morals, and share and emulate CSA's mission.

Nominations for Camp Leadership Committee Positions

- (a) Nominations for elected positions (Camp Director, Medical Director, Chaplain, Scarf Director, Member-At-Large and Registrar) shall only be allowed by self-nomination. Nominations will be sent in writing to the Leadership Committee. The deadline for nominations shall be specified in the CSA Internal Schedule.
- (b) Nominations for Director appointed positions (Asst. Director, Program Director, Bookkeeper, Spirit Director, Archery Director, Operations Director) shall only be allowed by self-nomination. Nominations will be sent in writing to the Camp Director Elect. Deadline for nominations shall be specified in the CSA Internal Schedule. In the event there is no Camp Director Elect, nominations shall be sent to the current Camp Director or Leadership Committee Chair.
- (c) Nominations for Staff Liaison positions shall only be allowed by self-nomination. Nominations shall be sent in writing to the Leadership Committee. Deadline for Nominations shall be specified in the CSA Internal Schedule.
- (d) Self-nominations for Camp Leadership Committee Chair may be submitted to and will be elected by the incoming CLC members.

Termination/Removal from Office

With good cause, any Leadership Committee member may be removed from office by a two-thirds majority vote of the remaining Leadership Committee members. Before such action, however, the Leadership Committee member in question must be notified in writing that his/her removal is being considered by the Leadership Committee, and an opportunity must be given to the member in question to address the Leadership Committee in his/her defense.

Number of Leadership Committee Members

The voting membership of the Leadership Committee shall consist of the Camp Director, Assistant Camp Director, Registrar, Assistant Registrar, Registrations Account Manager, Bookkeeper, Program Director, Spirit Director, Medical Director, Chaplain, Scarf Director, three camp community Members-at-Large, Archery Director, and Operations Director.

In addition, up to three Camp Staff Liaisons may be elected by a majority vote of the Leadership Committee. Staff Liaisons shall have voting rights, but their presence shall not count toward a quorum at meetings.

Other members:

- (a) The CLC may request the prior year's CLC Chair to serve in a non-voting position to aid transition.

- (b) In the interest of financial transparency between the CLC and the CSA, Inc. Board of Directors, the duly appointed Treasurer of CSA, Inc. shall retain a non-voting position on the CLC. The CSA, Inc. Treasurer's presence shall not count toward quorum at CLC meetings.

Note: The Leadership Committee composition must always remain with a majority of CLC Members being of the Camp Community who have attended the week of CSA within the last two years.

Terms of Leadership Committee Members

Terms of the Leadership Committee Members are one-year terms, to coincide with CSA's fiscal year. An exception exists with the Members-at-Large, which are three-year, staggered terms, so that in any given year, there will be at least two CLC members with knowledge of prior CLC happenings.

Vacancies

Vacancies in the Leadership Committee shall be filled by a majority vote of the remaining CLC members. The CLC must notify the Camp Community within 14 days of the official announcement of the vacancy, and may schedule a Special Camp Meeting within a reasonable amount of time of the vacancy to elect a new person, depending upon the position vacated and the timing. If the vacancy occurs within 90 days prior to the start of the week of camp, then the CLC has authority to fill the vacancy by majority vote without Camp Community approval, but the community must be notified. The replacement will assume all of the rights and responsibilities of the vacated position.

- (a) Vacancy of Camp Director:
 - (i) If the Assistant Camp Director role is currently filled, that person will assume the role of Camp Director, and shall appoint an Assistant Camp Director.
 - (ii) In the absence of an Assistant Camp Director, the Leadership Committee will nominate and elect a new Camp Director for the remainder of the Camp year. The new Camp Director shall appoint a new person for Assistant Camp Director.
 - (iii) In the absence of new Camp Director candidates, the Leadership Committee Chair assumes the responsibilities of Camp Director, unless a replacement is elected prior to current year's camp.
 - (iv) The replacement Camp Director may not replace other Leadership Committee members, except to fill the resulting vacancies.
- (b) Vacancy of the Assistant Camp Director
 - (i) Camp Director shall appoint someone to fill the position.
- (c) Vacancy of the Bookkeeper, Program, Archery, Operations or Spirit Directors
 - (i) Camp Director shall nominate someone to fill the position, and the Leadership Committee approves the position.
- (d) Vacancy of the Scarf Director, Chaplain, Medical Director, or Registrar
 - (i) The Leadership Committee will elect a temporary replacement to be approved by the Camp Community at the next camp meeting.
- (e) Vacancy of one of the three Members-at-Large
 - (i) A vacancy announcement must be sent within a reasonable amount of time to the camp community, and a replacement election will occur at the next camp meeting.
 - (ii) The Leadership Committee may still conduct business with the vacancy.

Camp Community Authority

CSA CLC members serve the Camp Community members who elected them, and are responsible for communicating about specific events, relevant changes (such as modifications to this charter document), upcoming CLC elections, election results, and CLC membership vacancies. Required community communications shall be distributed to subscribed Camp Community members — at minimum — via e-mail and through CSA's primary social media page (such as Facebook).

The CLC shall also make every effort to keep the official CSA website "Announcements" page up to date with the above communications, and to also share relevant updates via other popular social media platforms.

Applicants for Camp Director

It is the responsibility of the Leadership Committee to approve or reject the Camp Director applicants for the new year, to be voted on at the October Camp Meeting.

Dual / Shared positions

The potential exists for one person to be elected to more than one position in a camp year. Anyone willing to accept both positions' responsibilities, and is capable of fulfilling the duties of both — without detriment to either or both positions — may do so with Leadership Committee approval. Even though that person holds two positions, they still only get one vote.

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) have completed a background check.

Camp Registrar

The Camp Registrar shall:

- (a) be approved by the Camp Community.
- (b) attend all CLC meetings.
- (c) be responsible for the registration duties of CSA.
- (d) Oversee Registrations Account Manager's responsibilities, including financial reporting of transactions are provided to the Bookkeeper, including deposits of monies received for registration, transportation, merchandise; monies refunded; camperships, credits, and donations received via registration.
- (e) be responsible for mailings, postings and notifications with regards to camp registration.
- (f) 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.
- (g) be responsible for camper and leader-trainee registrations and staff applications, including managing the registration website and portal.
- (h) be responsible for their own conduct.
- (i) have completed a background check.

Assistant Camp Registrar

The Assistant Camp Registrar shall:

- (a) be nominated by the Camp Registrar.
- (b) be approved by the Camp Community.
- (c) attend all CLC meetings.
- (d) be responsible for aiding the registrar with the registration duties of CSA.
- (e) be responsible for aiding the registrar with mailings, postings and notifications with regards to camp registration.
- (f) 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.
- (g) aid the registrar with camper and leader-trainee registrations and staff applications, including managing the registration website and portal.
- (h) be responsible for their own conduct.
- (i) have completed a background check.

Registrations Account Manager

The Registrations Account Manager shall:

- (a) be nominated by the Camp Registrar.
- (b) be approved by the Camp Community.

- (c) attend all CLC meetings.
- (d) utilize the camp registration program.
- (e) be responsible for any required adjustments to invoices and payments for camp registrants, as well as communicating with registrants regarding such adjustments, including:
 - i. addition of charges to registrants' accounts, as needed, including bus ride home, merchandise, or other fees missed during or after registration.
 - ii. apply discounts and credits to registrants' accounts, as needed, including Bring-a-Friend discount, financial aid, fireworks booth volunteer hours, and bus chaperoning.
 - iii. apply prior year credit balances to current registrations.
 - iv. cancel registrations and refund fees as needed.
 - v. provide Bookkeeper with relevant documentation/reporting.
- (f) manage the financial aid approval process, including:
 - i. ensure required financial aid form(s) are completed for all requests by deadline date.
 - ii. send reminders to registrants to complete forms if they checked the financial aid box.
 - iii. meet/confer with Financial Aid Committee to review requests on regular schedule.
 - iv. maintain tracking report for financial aid; match to budget.
 - v. communicate with registrants regarding financial aid awards/status and other account-related questions.
- (g) be responsible for their own conduct.
- (h) 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:
 - (i) Bookkeeper.
 - (ii) Program Director.
 - (iii) Spirit Director.
 - (iv) Archery Director.
 - (v) 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) appoint an Assistant Program Director (non-CLC position), if possible, to assist with Program duties at camp, and to train for future Program Director position.
- (d) 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.
- (e) be responsible for directing all of the program activities associated with the week of CSA, as directed by the Camp Director.
- (f) 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.
- (g) be the Chair of the Program Committee.
- (h) report to Camp Director while at camp.
- (i) assume responsibility for the welfare of all Leader Trainees and Program Staff assigned to him/her.
- (j) be on duty at all times while at camp.
- (k) meet with Unit Directors and Spirit Director daily to coordinate activities.
- (l) take opportunities to coach and mentor leadership skills with Program Staff.
- (m) always be available to relieve any Program Staff position (or find relief) as needed for emergencies.
- (n) is a member of the Tribunal.
- (o) be responsible for their own conduct.
- (p) 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) appoint an Assistant Spirit Director/Campfire Director (non-CLC position), if possible, to assist with Spirit/Campfire duties at camp, and to train for future Spirit Director position.
- (d) 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.
- (e) be responsible for the scheduling and running (or delegation to a dedicated campfire director) of campfire during the week of CSA.
- (f) 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.
- (g) be the Chair of the Spirit Committee.
- (h) reports to Camp Director while at camp.
- (i) must be capable of filling in and assuming the responsibilities of Program Director if needed.
- (j) be responsible for Campfire being conducted in a manner befitting and appropriate to CSA and its purpose, mission, and good taste.
- (k) be responsible for their own conduct.
- (l) have completed a background check.

Medical Director

The Medical Director shall:

- (a) be elected by the Camp Community.
- (b) attend all CLC meetings.
- (c) appoint an Assistant Medical Director/Medic (non-CLC position), if possible, to assist with medical duties at camp, and to train for future Medical Director position.
- (d) 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.
- (e) 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.
- (f) be the Chair of the Training Committee.
- (g) 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.
- (h) reports to Camp Director while at camp.
- (i) be responsible for the safety of everyone at camp.
- (j) be responsible for securing the medications of those attending, and distribution of said medications.
- (k) must maintain and ensure camper and staffer confidentiality.
- (l) be on duty or available at all times while at camp.
- (m) is a member of the Tribunal.
- (n) be responsible for their own conduct.
- (o) 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) appoint an Assistant Scarf Director (non-CLC position), if possible, to assist with Scarf duties at camp, and to train for future Scarf Director position.
- (d) be responsible for directing all of the scarf activities associated with the week of CSA, both during camp and before camp.
- (e) 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.

- (f) be the Chair of the Scarf Committee.
- (g) reports to Camp Director while at camp.
- (h) have accepted the challenge of the White Scarf.
- (i) be responsible for scheduling scarf ceremonies with the Program Director to minimize conflicts with camp activities.
- (j) be responsible for conducting or delegating scarf discussions in a group or individual setting.
- (k) is an alternate member of the Tribunal.
- (l) be responsible for their own conduct.
- (m) 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 preparing checks on behalf of CSA, for approval by Camp Director (checks over \$10,000 require two signatures).
- (d) maintain all accounts for CSA.
- (e) report all finances to the CLC as follows:
 - (i) maintain monthly income and expenditure reports.
 - (ii) maintain and report the financial status to the CLC, including balances in all accounts.
 - (iii) prepare the annual budget to be approved by the CLC by the March meeting.
 - (iv) prepare and present actual year-end financial reports to the CLC by the following fiscal year January meeting.
- (f) assist the CSA Inc. Treasurer in preparation of annual state and federal non-profit tax returns and other required filings.
 - (g) be responsible for approving expenditures and reimbursements for Camp and CLC members.
- (h) 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.
- (i) 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.
- (j) be responsible for their own conduct.
- (k) 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) appoint an Assistant Operations Director (non-CLC position), if possible, to assist with operations duties at camp, and to train for future Operations Director position.
- (d) be primary point of contact at camp for:
 - (i) all facilities needs during the week of camp (see job description).
 - (ii) physical assets.
 - (iii) walkie-talkies and satellite phones such as charging, swapping, distribution.
 - (iv) inventory management while on site.
 - (v) coordinating with CJH to designate where Staff Dry Storage and Canteen product will be stored.
 - (vi) works closely with Program Director, Spirit Director, Director, LT UD's to ensure above duties are accomplished and resources distributed/returned.
 - (vii) all printing and merch needs: T-shirt distribution, awards print-outs, certifications during the week of camp.
- (e) 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.
- (f) be responsible for their own conduct.
- (g) 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.

Section 5: Camp Committees and their Duties

Staffing Committee

Chair: Assistant Director, Co-Chair: Registrar

This committee will approve new staff applications as well as determine staff placement during the week of camp. This committee will develop and refine the process for cabin and program assignment suggestions (some assignments will require Director approval). This committee will work with the Training Committee to ensure collaboration for our new, transitioning, and veteran staff. This committee will work with the Registrar to receive staff preferences, ask for and receive past evaluations, provide feedback for future Staff application information. This committee will work to refine the Staff evaluation survey and process as well as own the post camp Staff Survey content and results presentation.

Events Committee

Chair: CLC Volunteer

This committee works to increase camp participation through local events and campaigns. The committee will agree on which camp fairs/events, what fundraising activities or events to do, work with bookkeeper to ensure budget and payment, determine and solicit help for who will work those events, how those booths or event will be run, organize materials needed, and develop a post-event process. The post-event process can include but is not limited to: best practices learned, ideas for future events, and a report to the CLC of outcome (campers, fundraising, etc.). It is encouraged to ask for community (especially parents) participation.

Fundraising Committee**Chair: CLC Volunteers**

This committee will be charged with ensuring the entire execution of our fundraising ventures, including but not limited to the Fireworks booth, all deadlines and legal/operational aspects with the City, soliciting volunteers (setup, tear down, manning the booth, promoting our booth), inventory management of related camp owned assets, inventory management of current year products, determining discounting programs and campaigns, providing feedback in a post-event report to the CLC.

Spirit Committee**Chair: Spirit Director**

This committee assists the Spirit Director plan and execute the year's theme. This committee works with the Spirit Director in any capacity - which can include but is not limited to: helping flesh out ideas, build or make spirit items, to perform or execute spirit items at camp, to present and explain spirit items during CLC meetings and especially during camp training and Staff Set Up Day.

Program Committee**Chair: Program Director**

This committee assists the Program Director plan and execute the schedule, the menu, and the overall flow of activities for that year. This committee works with the Program Director in any capacity - which can include but is not limited to: helping to refine the schedule and menu, to design, compile, and finalize the actual Program itself (due weeks before camp training), to incorporate feedback from past notes and solicit additional feedback, to focus or own certain programs such as the Senior Overnight, the Carnival, etc., if needed, helping to present and explain program items during CLC meetings and especially during camp training and Staff Set Up Day.

Scarf Committee**Chair: Scarf Director**

The Scarf committee is responsible for helping the chair with inventory management for camp owned materials, scarf making and soliciting volunteers for set up and tear down activities, determining scarf materials needs, making or outsourcing new scarfs (including emblem embroidery, heat pressing or screen printing, etc.), and printing scarf challenges.

Training Committee**Chair: Medical Director**

This committee will develop the entire program for training new, transitioning and veteran staff. This will include helping the Chair with the development of 1) Videos or Presentations, conference calls, or other items to be given to staff prior to Staff Training Day 2) the content and schedule for the Staff Training Day 3) the content and schedule for the Staff Arrival/Set Up Day. This committee will be in charge of determining and executing the food catering for Staff Training Day.

Transportation Committee**Chair: Assistant Director**

The Transportation Committee is responsible for scheduling and securing transportation to and from camp, including but not limited to buses, chaperones, check-in volunteers, receiving check-out volunteers, Bus Transportation Playbook, etc. This committee will also work with the Registrar and Training Committee Chair to ensure staff driving arrangements for Staff Arrival/Set Up Day and assist the Program Director with arranging the transportation needs for the Senior Overnight. The Transportation Committee will work with the Registrar to get final rosters for buses and alternate transportation arrangements.

Technology Committee**Chair: CLC Volunteer**

Must consist at a minimum of three elected CLC members, but may also include additional elected or non-elected members. This committee manages, maintains, and secures all of CSA's digital assets, such as the camp website, domain names, email system, registration system, file shares, and promotional media.

Archery Committee**Chair: Archery Director**

The Archery committee is responsible for helping the chair with inventory management for owned gear, owning the process and soliciting volunteers for set up and tear down activities

Sr. Overnight Committee**Chair: CLC Volunteer**

This committee will work to plan, schedule and help execute the Sr. Overnight activity prior to the current year's camp session.

Section 6: **Camp Funds**

Operational Fund

The operational fund is established mainly to pay the regular operating expenses for CSA and to ensure that the funds are available to execute any week of camp. This would include, but not be limited to, financial aid monies, supply purchases, expenses, camp facility fees, etc.

Endowment Fund

The endowment fund was established to provide a long term investment opportunity for CSA to allow the monies in this fund to appreciate to provide a yearly campership grant based on interest earned for future years to send children to camp who would otherwise be unable to attend.

Bank Accounts

There must be four signers on all bank accounts, selected annually from a pool consisting of the Camp Director, Leadership Committee Chair, Members-at-Large, Bookkeeper, or Chaplain, or other CLC members as determined by resolution of the CLC.

Fiscal Year

The fiscal year for Camp St. Andrews shall begin each year on January 1st, and end on December 31st of the same year.

Section 7: **Amendments**

Charter

This Charter may be amended by a two-thirds majority vote of the CLC at any regular Leadership meeting. Changes to any articles or sections must be approved by the CLC and then communicated to the Camp Community.

Section 8: **Reference**

Situations not listed

In the event that this charter and/or its contained purpose or mission, do not provide enough direction for the CLC or Camp Community to be able to come to a decision, "Robert's Rules of Order" shall be adopted as the source of reference. In the event that "Robert's Rules" do not apply, then it is the responsibility of the CLC to make recommendations for a course of action to the Camp Community, and the Camp Community shall vote, with a two-thirds majority required.

Week of Camp St. Andrews

Week of Camp

The week of camp consists of an eight (8) day period beginning on Saturday and ending the following Saturday. This week shall take place within the months of June, July or August, with priority given to the later part of July and the early part of August. All staff arrives on the beginning Saturday, Campers arrive the next day, Sunday. Leader Trainees may be required to arrive either Saturday or Sunday based on the needs of the camp, and as determined by the CLC.

Authority

Whenever there is a concern for safety, the Medical Director/Medic has the ultimate authority during the week of camp. Any decision, direction, activity or event may be overturned, revised, stopped or canceled by the Medical Director/Medic if he/she feels

that complying would endanger the health and welfare of anyone at camp.

All other matters concerning camp fall under the leadership direction of the Camp Director. The Camp Director, if needed, reports to the Camp Tribunal.

Tribunal

The Camp Tribunal is a five-member panel consisting of the Camp Director, Assistant Camp Director, Chaplain, Medical Director, and Program Director, that, when needed, acts on behalf of the CLC during the week of camp. In the event that any of the aforementioned positions are not occupied, or one person has a conflict of interest, the Scarf Director or another member of the CLC will be selected as the fifth member. At any time, any member of the Camp Tribunal may call the Tribunal to session to resolve any issue. The decision of the Tribunal will be final, and details of events and solution will be reported to the CLC at the next meeting.

Should the Tribunal be called to session to resolve any serious matter involving one or more members of the Tribunal, the voting rights of the member(s) in question shall be suspended. The Camp Director will select member(s) of the CLC present to act as member(s) of the Tribunal until the matter is resolved. Should the serious matter include the Camp Director, responsibility for selecting additional CLC members to act as members of the Tribunal shall fall to the Assistant Camp Director, Program Director, Medical Director/Medic, and Chaplain, in the aforementioned order.

Rules and Policies

The camp rules and policies, as listed on the current Rules and Policies form, shall apply to all members of CSA from the time of arrival to the camp facility, to their departure from the camp facility, and from the time of arrival to the time of departure from any location/facility used for any training or other camp sponsored event.

Code of Conduct

The camp code of conduct, as listed on the current Staff and/or Camper Code of Conduct forms, shall apply to all members of CSA from the time of arrival to the camp facility, to their departure from the camp facility, and from the time of arrival to the time of departure from any location/facility used for any training or other camp sponsored event. All of the camp's staff are expected to act in a responsible manner. All staff members are expected to use good judgment in determining what actions and activities may result in injury to others or work to the detriment of camp.

Hierarchy

- (a) Example of Camp Director with Assistant Camp Director Organization Hierarchy (See end of document)

Section 9: **Exhibits**

Exhibit A: Camp Rules and Policies (__ pages)

Exhibit B: Staff Code of Conduct (__ pages)

Exhibit C: Camper Code of Conduct (__ pages)

Exhibit D: CSA Waiver (__ pages)

Exhibit E: {Other important forms and policies we want to include here} (__ pages)

Exhibit F: Hierarchy Chart (__ pages)

Change Log

As of Revision 2 (Jan 8, 2022), all changes to the charter must be **permanently** recorded here. Upon notification, the CSA Community has 30 days to object to the accepted revisions. If no objections are received, the revisions shall be adopted. The latest charter revision(s) shall be listed first. Revisions must be logged with their original wording, and all accepted changes, additions, and deletions shall be formatted as noted below:

Revisions proposed on [date]; accepted by CLC/Community on [date]:

[Page #, i.e. "p5"]

This is the revised text's Section/Subsection Header

This is the full, ~~original~~ ~~previous~~ charter wording with color-coded revisions being ~~noted~~ ~~recorded~~ here in the Change Log. Note the ~~ex~~ inclusion of the section/subsection header above.

Reason: [reason for change]

Logged by: [initials of CLC member recording the revision in the change log]

REVISION 2

Revisions proposed and accepted by CLC/Community on January 8, 2022:

p1:

~~*On May 25, 2017 Camp St. Andrews became a California Non-Profit Corporation, Camp St. Andrews, Inc (aka CSA, Inc.). As an incorporated entity, CSA, Inc. must adopt corporate bylaws with specific, legally binding content. As the pre-existing Camp Bylaws may undermine, confuse, or otherwise conflict with the new CSA, Inc. Corporate Bylaws, the Camp Community voted to adopt the following rewritten "Charter" in place of all prior revisions. Though not legally binding, the following shall serve as the new governing document for the Camp Leadership Committee (formerly "Camp Board") and its subcommittees, while the Camp St. Andrews, Inc. Corporate Bylaws shall serve as this non-profit organization's official bylaws. This preface may be removed one year from the document's adoption date.~~

Reason: Temporary preface following transition from orig bylaws to new charter, removable after 1 year, as noted.

Logged by: MS

p4:

Number of Leadership Committee Members

The voting membership of the Leadership Committee shall consist of the Camp Director, Assistant Camp Director, Registrar, Assistant Registrar, **Registrations Account Manager**, Bookkeeper, Program Director, Spirit Director, Medical Director, Chaplain, Scarf Director, three camp community Members-at-Large, Archery Director, and Operations Director.

Reason: New CLC position of Registrations Account Manager created.

Logged by: MS

p5:

Leadership Committee Chair

The Leadership Committee Chair shall:

...

(j) ~~if required~~, have completed a background check.

Reason: Oversight from original charter; all CLC members 18+ require background check.

Logged by: MS

p5:

Camp Registrar

The Camp Registrar shall:

...

- ~~(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.~~
- (d) Oversee Registrations Account Manager's responsibilities, including financial reporting of transactions are provided to the Bookkeeper, including deposits of monies received for registration, transportation, merchandise; monies refunded; camperships, credits, and donations received via registration.
- (e) be responsible for mailings, postings and notifications with regards to camp ~~business~~ registration.
- (f) 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.
- (g) be responsible for camper and leader-trainee registrations and staff applications, including managing the registration website and portal.
- (h) appoint an Assistant Camp Registrar and Registrations Account Manager to assist with registrations duties, as outlined in their respective job descriptions, below, and to train for future Camp Registrar position.
- (i) be responsible for their own conduct.
- (j) have completed a background check.

Reason: Updates to Registrar responsibilities/division of labor after creation of new Registrations Account Manager position.
Logged by: MS

p5-6:

Assistant Camp Registrar

The Assistant Camp Registrar shall:

- (a) be nominated by the Camp Registrar.
- (b) be approved by the Camp Community.
- (c) attend all CLC meetings.
- (d) be responsible for aiding the registrar with the registration duties of CSA.
- (e) be responsible for aiding the registrar with mailings, postings and notifications with regards to camp registration.
- (f) 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.
- (g) aid the registrar with camper and leader-trainee registrations and staff applications, including managing the registration website and portal.
- (h) be responsible for their own conduct.
- (i) have completed a background check.

Reason: Oversight from Revision 1 – Adding full details of previously established Assistant Camp Registrar position.
Logged by: MS

p6:

Registrations Account Manager

The Registrations Account Manager shall:

- (a) be nominated by the Camp Registrar.
- (b) be approved by the Camp Community.
- (c) attend all CLC meetings.
- (d) utilize the camp registration program.
- (e) be responsible for any required adjustments to invoices and payments for camp registrants, as well as communicating with registrants regarding such adjustments, including:
 - i. addition of charges to registrants' accounts, as needed, including bus ride home, merchandise, or other fees missed during or after registration.
 - ii. apply discounts and credits to registrants' accounts, as needed, including Bring-a-Friend discount, financial aid, fireworks booth volunteer hours, and bus chaperoning.
 - iii. apply prior year credit balances to current registrations.
 - iv. cancel registrations and refund fees as needed.
 - v. provide Bookkeeper with relevant documentation/reporting.
- (f) manage the financial aid approval process, including:

- i. ensure required financial aid form(s) are completed for all requests by deadline date.
- ii. send reminders to registrants to complete forms if they checked the financial aid box.
- iii. meet/confer with Financial Aid Committee to review requests on regular schedule.
- iv. maintain tracking report for financial aid; match to budget.
- v. communicate with registrants regarding financial aid awards/status and other account-related questions.
- (g) be responsible for their own conduct.
- (h) have completed a background check.

Reason: Detailing newly created Assistant Camp Registrar CLC position.

Logged by: MS

p7:

Program Director

The Program Director shall:

- ...
- (c) appoint an Assistant Program Director (non-CLC position), if possible, to assist with Program duties at camp, and to train for future Program Director position.
- ~~(e)~~(d) 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)~~(e) be responsible for directing all of the program activities associated with the week of CSA, as directed by the Camp Director.
- ~~(e)~~(f) 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)~~(g) be the Chair of the Program Committee.
- ~~(e)~~(h) report to Camp Director while at camp.
- ~~(h)~~(i) assume responsibility for the welfare of all Leader Trainees and Program Staff assigned to him/her.
- ~~(f)~~(j) be on duty at all times while at camp.
- ~~(f)~~(k) meet with Unit Directors and Spirit Director daily to coordinate activities.
- ~~(h)~~(l) take opportunities to coach and mentor leadership skills with Program Staff.
- ~~(f)~~(m) always be available to relieve any Program Staff position (or find relief) as needed for emergencies.
- ~~(m)~~(n) is a member of the Tribunal.
- ~~(n)~~(o) be responsible for their own conduct.
- ~~(e)~~(p) have completed a background check.

Reason: Previously added, optional role of Asst. Program Director.

Logged by: MS

p7-8:

Spirit Director

The Spirit Director shall:

- ...
- (c) appoint an Assistant Spirit Director/Campfire Director (non-CLC position), if possible, to assist with Spirit/Campfire duties at camp, and to train for future Spirit Director position.
- ~~(e)~~(d) 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)~~(e) be responsible for the scheduling and running (or delegation to a dedicated campfire director) of campfire during the week of CSA.
- ~~(e)~~(f) 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)~~(g) be the Chair of the Spirit Committee.
- ~~(e)~~(h) reports to Camp Director while at camp.
- ~~(h)~~(i) must be capable of filling in and assuming the responsibilities of Program Director if needed.
- ~~(f)~~(j) be responsible for ~~conducting~~ Campfire ~~being conducted~~ in a manner befitting and appropriate to CSA and its purpose, mission, and good taste.
- ~~(f)~~(k) be responsible for their own conduct.

~~(l)~~ have completed a background check.

Reason: Previously added, optional role of Asst. Spirit Director or Campfire Director.

Logged by: MS

p8:

Medical Director

The Medical Director shall:

...

- (c) appoint an Assistant Medical Director/Medic (non-CLC position), if possible, to assist with medical duties at camp, and to train for future Medical Director position.
- ~~(d)~~ 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.
- ~~(e)~~ 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.
- ~~(f)~~ be the Chair of the Training Committee.
- ~~(g)~~ 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.
- ~~(h)~~ reports to Camp Director while at camp.
- ~~(i)~~ be responsible for the safety of everyone at camp.
- ~~(j)~~ be responsible for securing the medications of those attending, and distribution of said medications.
- ~~(k)~~ must maintain and ensure camper and staffer confidentiality.
- ~~(l)~~ be on duty or available at all times while at camp.
- ~~(m)~~ is a member of the Tribunal.
- ~~(n)~~ be responsible for their own conduct.
- ~~(o)~~ have completed a background check.

Reason: Previously added, optional role of Asst. Medical Director/Medic.

Logged by: MS

p9:

Scarf Director

The Scarf Director shall:

...

- (c) appoint an Assistant Scarf Director (non-CLC position), if possible, to assist with Scarf duties at camp, and to train for future Scarf Director position.
- ~~(d)~~ be responsible for directing all of the scarf activities associated with the week of CSA, both during camp and before camp.
- ~~(e)~~ 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.
- ~~(f)~~ be the Chair of the Scarf Committee.
- ~~(g)~~ reports to Camp Director while at camp.
- ~~(h)~~ have accepted the challenge of the White Scarf.
- ~~(i)~~ be responsible for scheduling scarf ceremonies with the Program Director to minimize conflicts with camp activities.
- ~~(j)~~ be responsible for conducting or delegating scarf discussions in a group or individual setting.
- ~~(k)~~ is an alternate member of the Tribunal.
- ~~(l)~~ be responsible for their own conduct.
- ~~(m)~~ have completed a background check.

Reason: Previously added, optional role of Asst. Scarf Director.

Logged by: MS

p9:

Bookkeeper

The Bookkeeper shall:

- ...
(c) be responsible for the finances and ~~issuing~~ preparing checks on behalf of CSA., for approval by Camp Director (checks over \$10,000 require two signatures).
- ...
(g) be responsible for ~~any required adjustments to invoices and payments for registrants for Camp, as well as — communicating with registrants regarding such adjustments.~~
- ~~(h) be responsible for financial aid final determination, communication and tracking.~~
- ~~(i) be responsible for~~ approving expenditures and reimbursements for Camp and CLC members.
- ~~(h)~~ 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.
- ~~(i)~~ 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.
- ~~(m)~~(j) be responsible for their own conduct.
- ~~(h)~~(k) if required, have completed a background check.

Reason: Redistribution of responsibilities due to creation of Registrations Account Manager position.

Logged by: MS

p9-10:

Operations Director

The Operations Director shall:

- ...
(c) appoint an Assistant Operations Director (non-CLC position), if possible, to assist with operations duties at camp, and to train for future Operations Director position.
- ~~(e)~~(d) be primary point of contact at camp for:
 - (i) all facilities needs during the week of camp (see job description).
- ...
~~(d)~~(e) 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)~~(f) be responsible for their own conduct.
- ~~(h)~~(g) have completed a background check.

Reason: Previously added, optional role of Asst. Operations Director.

Logged by: MS

END OF REVISION 2