

# CAMP LEMIEUX

## Policy Document



### I. General Policy Statements

Service on the Board of Camp Lemieux is a form of stewardship in which each member, rooted in relationship with God and seeking His will, lives out their baptismal call to continue the mission of Jesus Christ (CCC 1269, 1879).

Above all else, service to Camp is a share in the work of evangelization, proclaiming the Good News, and building up God's Church.

All members of the Board of Directors serve as volunteers and should expect no remuneration for time or expenses unless otherwise provided for by a policy of the Board.

### II. Duties of Officers

#### A. Chairperson

- Call and preside at all General and Board meetings.
- Prepare an agenda for all General and Board meetings.
- Enforce the Constitution and Bylaws of Camp.
- Be an ex-officio member of all committees.
- Sign documents on behalf of Camp.
- Perform any and all other duties incident to the office of Chairperson.

#### B. Vice-Chairperson

- Assist the Chairperson in carrying out his duties.
- Assume the duties of the Chairperson as required.
- Prepare to assume the position of Chairperson if needed.

#### C. Secretary

- Record and file the minutes of all General and Board meetings.
- Maintain the files of all pertinent documents of Camp in an organized manner.
- Notify Board members of upcoming meetings.
- Be the custodian of the Constitution, Bylaws, and Policy documents as well as all official documents of Camp.
- Distribute minutes and agenda for all meetings to all Board members.

- Advertise the Annual General Meeting to every parish in the Deaneries of Swift Current, Moose Jaw/Gravelbourg and Eatonia, and to every Knights of Columbus Council in District 5, 6 & 7 in the Knights of Columbus State of Saskatchewan.
- Keep a record of attendance for all Board meetings.
- Perform any other duties that are generally considered incident of the Office of Secretary.
- Circulate proposed amendments to the Constitution and/or Bylaws to all members of the Board of Directors and to all Knights of Columbus Councils in Districts 5, 6 & 7 of the Knights of Columbus State of Saskatchewan at least 45 days before the General meeting at which they will be considered.
- Become familiar with any resources or files that pertain to the camp and are on file at the Regional Office of Religious Education Resource Centre, and the Camp Lemieux Office in Swift Current.

#### **D. Financial Coordinator**

- Chair the Finance Committee.
- Oversee the work of the Bookkeeper.
- Provide updated Financial Reports to regular Board meetings.
- Present the Annual Financial Statement to the Annual General Meeting.
- Issue Charitable Tax Receipts to donors.
- Ensure that monies collected through Camp are properly recorded and deposited into the appropriate accounts of Camp.
- Ensure invoices and expenses are paid in a timely manner.
- Ensure all Camp staff are paid.
- Conduct timely financial reviews for the period Camp is operating with the bookkeeper and Camp Director to ensure operating budget compliance.
- Prepare a Budget for presentation to the Board of Directors at the first meeting of the Board of Directors in the fiscal year (usually January).
- Liaise with the Friends of Camp Lemieux Committee.

#### **E. Maintenance Coordinator**

- Chair the Maintenance and Capital Improvements Committees.
- Present an annual list of Capital improvement priorities with projected costs.
- Ensure Camp grounds are prepared and in order for the summer camping season.
- Arrange for the ongoing maintenance of Camp grounds during the camping season and other times as necessary.
- Complete the final inspection of Camp grounds prior to off-season.
- Invite stakeholders to assist with maintenance and capital projects as needed.
- Obtain approval from the Chairperson and Financial Coordinator for expenses over \$500 that were not previously authorized.

- Contact and organize volunteers for spring and fall clean-up.

## **F. Program Coordinator**

This position should be held by someone who has previously worked at Camp as a director or counselor whenever possible.

- Chair the Program Development Committee.
- Ensure the programs, policies and procedures developed by the Program Development Committee are implemented.
- Review and evaluate the camp programs implemented at the end of each year with the Camp Director.
- Chair the Personnel Committee.
- Be responsible for the hiring of a Camp Director and seek the advice of the Spiritual Advisor on the suitability of candidates for this position.
- Assist in the hiring of summer staff for Camp.
- Mentor, supervise and evaluate the Camp Director.
- Familiarize the Camp Director with Camp policies and procedures.

## **G. Spiritual Advisor**

- Be a pastor within the Archdiocese of Regina.
- Collaborate with the Program Coordinator in establishing spiritual programming for Camp.
- Advise the Program Coordinator on the suitability of candidates for the position of Camp Director.
- Be available to the Camp Director for guidance and consultation.
- Assume overall responsibility for the Catholic identity of Camp including the assurance that Camp programming demonstrates principles consistent with Catholic doctrine and morals.

# **III. Standing Committees**

## **A. Finance Committee**

This committee shall consist of the Finance Coordinator (Chair), the bookkeeper, and one or two other persons mutually acceptable to Finance Coordinator and the Chairperson of the Board.

Responsibilities shall include but are not limited to:

- Provide guidance to the Program and Personnel Committee in setting staff salaries
- Preparing an Annual Budget in consultation with the Maintenance & Capital Improvement Committee and the Program Development & Personnel

Committee for presentation to the first Board of Directors meeting of the fiscal year.

- Analyzing the special funding requests of all committees.
- Monitoring expenses to ensure budget compliance.
- Applying for grants and outside sources of funding.
- Establishing rental rates for Camp and its facilities or equipment.
- Invoicing and collecting the per capita levies applied to Knights of Columbus Councils in Districts 5, 6 & 7.
- Developing and implementing fund-raising initiatives in conjunction with organizations or individuals (ex. Friends of Camp Lemieux).

## **B. Maintenance and Capital Improvement Committee**

The committee shall consist of the Maintenance Coordinator (Chair) and his or her appointees from any interested persons.

Responsibilities shall include but are not limited to:

- Inspecting the Camp to determine any repairs, improvements, and equipment required. This is to be done at least once prior to Camp opening, once during the summer Camp program, and once following the camping season.
- Making recommendation to the Board of Directors for improvements or repairs required that exceed \$500 in cost.
- Annually preparing a five (5) year Capital Project Plan.
- Preparing and prioritizing capital improvement recommendations for the upcoming year for presentation to the Board of Directors. These recommendations should include projected costs.
- Ensuring that any repairs required to the grounds, buildings or equipment are taken care of.
- Organizing and supervising the spring and fall clean-up of Camp.
- Being available and responsible for directing all emergency and ongoing regular maintenance of Camp during summer camp season.
- Ensuring that Camp is maintained when it is rented to other users.

## **C. Program Development and Personnel Committee**

This committee shall consist of the Program Coordinator (Chair); the Spiritual Advisor; the Chairperson or Vice-Chairperson, the Camp Director (once hired) and any other interested persons the Board of Directors feel necessary.

Responsibilities of this committee shall cover the areas of Personnel and Programming and they shall include but not be limited to:

### **a. In the area of Personnel**

- Advertising for the Camp Director position by December 15<sup>th</sup>.
- Interviewing potential candidates for Camp Director.

- Seeking the advice of the Spiritual Advisor on the suitability of candidates for this position.
- Hiring a Camp Director on or before February 15<sup>th</sup> if possible.
- Ensuring that all required staff is hired in co-operation with the Camp Director.
- Ensuring that a Criminal Background Check is done through the RCMP on all persons before offering employment.
- Developing and maintaining a harassment and abuse policy.
- Showing appreciation to staff and volunteers.
- Developing and providing resources such as manuals and policies to the Camp Director and Camp staff.
- Arranging for volunteers where required in delivering programs.
- Maintaining an up-to-date database of Camp volunteers and contact lists.
- Setting salaries for Camp Director and staff members in consultation with, or input from the Finance Committee
- Conducting a year-end review and evaluation of the Camp Director by August 31<sup>st</sup>.
- Having the Camp Director provide a written review of other staff members working at the Camp over the summer.

**b. In the area of Programming**

- Development of all programs delivered during Camp.
- Assisting or arranging for assistance for the Camp Director where necessary in carrying out programs.
- Overseeing the purchase of non-capital supplies and equipment used in delivering Camp programs.
- Keeping in close communication with the Camp Director during his or her employment for the purposes of keeping aware of any problems, needs, achievements, etc. that are occurring or might occur.
- Reviewing Camp policies, practices, and procedures to ensure that they fulfill and comply with Article II – Mission of the Constitution.
- Keeping up to date on Provincial and Federal codes that affect Camp.
- Ensuring that Camp operates according to the Saskatchewan Camping Association accreditation standards.
- Ensuring that Camp is represented at the Saskatchewan Camping Association Annual Meeting.

**D. Communications Committee**

This committee shall consist of at least one member of the Board of Directors and any other appointments the Board of Directors see fit to make.

Responsibilities shall include but are not limited to:

- Developing Camp brochures and preparing them for distribution by March 31<sup>st</sup>.

- Preparing and disseminating information about and for Camp through press releases, newsletters etc.
- Developing and maintaining a website for Camp.
- Developing public relations and communications materials to inform and help build relationships with Camp alumni, volunteers, potential and existing benefactors, supporters, and the Knights of Columbus Councils.

#### **IV. Board Meeting Policy**

1. The Board of Directors shall meet a minimum of three (3) times a year.

Recommended times are as follows:

- (i.) as soon as possible following an Annual General Meeting to elect or appoint officers and committees and to conduct any other business deemed appropriate.
- (ii.) during the summer programming (ex. July).
- (iii.) shortly following the summer programs (ex. September).
- (iv.) at least 60 days prior to the Annual General Meeting (ex. January).
- (v.) at other times if deemed necessary by either the Board or the Chairperson.

2. When appropriate, the Board may meet using some form of electronic conferencing provided every Board member is notified of the date of the conference and given instructions on how to participate.

3. Board members who miss three (3) consecutive Board of Director meetings without cause may lose their Board position. Where a Director has missed three (3) consecutive meetings, the following procedure will apply:

- (i.) The Board Chairperson shall notify the Director in question.
- (ii.) The Director will be provided an opportunity to respond.
- (iii.) The Board may act to remove the Director, or not act as the case may indicate.

#### **V. Approval & Payment of Accounts**

1. Regular Expenses related to the general operation of Camp

- (i.) Everything received and invoiced to Camp should be signed for by the person receiving it.
- (ii.) Invoices and/or packing slips should be examined by the bookkeeper and recorded in the financial journals
- (iii.) All payments should be made in a timely manner
- (iv.) All payment cheques should be signed by two (2) persons authorized by the Board.

2. Extraordinary Expenses or Capital Expenditures

- i.) If not budgeted for, these expenses should be approved in advance by the Chairperson of the Board, or the Vice Chairperson, or the Financial Coordinator.

