



WV Blackhills Free Methodist Camp Association Camp Council Committees

- **Camp Council**
 - The Camp Council shall function as the Executive Committee of the Camp Association with power to act on behalf of the Association in matters of routine business. The Council does not have authority to transact business involving property transfers or to secure loans for the Association. The Council shall meet on a regularly scheduled basis. The Council has oversight responsibility for all camp functions and activities. The Council shall ensure that each officer or committee is performing its duties as prescribed/assigned.
 - The Camp Council shall consist of the elected positions of Chairperson, Secretary, Treasurer, and the Chairperson of each standing committee.
 - The conference superintendent shall hold an ex-officio position on the Camp Council.

- **Camp Council Chairperson**
 - The Chairperson shall preside at all meetings of the Camp Association and of the Camp Council; appoint ad-hoc committees/task forces; with either the Secretary or Treasurer sign all written contracts or other legal documents necessary to carry out the purposes of the Association; and perform such other duties as the Association assigns to him.
 - The Chairperson shall be elected by the Association and serve a two year term.

- **Camp Council Vice-Chairperson**
 - In the absence of the Chairperson, the Vice- Chairperson shall perform the duties of the Chairperson. In the absence of the Chairperson and Vice-Chairperson, a meeting may elect its presiding officer. The Vice-Chairperson shall act as parliamentarian for Association and Council meetings.
 - The Vice-Chairperson shall be elected by the Camp Council from among it's elected members and serve a one year term.

- **Camp Council Secretary**
 - The Secretary shall give notice of all meetings of the Association and Council, and shall keep minutes of such meetings. The Secretary shall mail a copy of the minutes of all Council and Association meetings to members of the Council. The Secretary shall keep all records of the Association, except those entrusted to other officers. The Secretary shall

collect and maintain minutes and records from each committee. The Secretary shall maintain a calendar of all Association, Council, and Committee meetings as well as all camp functions. The Secretary shall have ballots prepared for the annual election meeting, and at the conclusion of the annual election meeting he/she shall notify those elected. The Secretary shall perform all other duties usually pertaining to this office or assigned by the Camp Council.

- The Secretary shall be elected by the Association and serve a two year term.

- **Camp Council Treasurer**
 - The Treasurer shall oversee the collection of all the fees, dues, assessments, or other monies belonging to the Association, and shall supervise the accounting of the Association's financial records and report thereon at the regular meetings of the Members and at such other times required by the Association. His accounts shall be audited periodically in such manner as provided by the Association. He shall pay all bills approved by the proper officers or chairmen of the committees contracting the same. The Treasurer shall be the Chairperson of the Finance Committee.
 - The Treasurer shall be elected by the Association and serve a two year term.

- **Property Maintenance & Operations**
 - The Property Maintenance & Operations Committee shall oversee the physical operations of the camp. The Property Maintenance & Operations Committee shall ensure that proper and normal maintenance is performed on all camp property and facilities by developing and maintaining written maintenance procedures and checklists. The Property Maintenance & Operations Committee shall prepare maintenance schedules to ensure facilities are ready for all camp functions and activities. The Property Maintenance & Operations Committee shall keep maintenance records. The Property Maintenance & Operations Committee shall prepare one, two, and three year maintenance plans to be presented to the Finance Committee for budget purposes. The Property Maintenance & Operations Committee shall elect a committee secretary from among its members who shall record the proceedings from each committee meeting and provide such minutes to the Council Secretary within one week after each meeting.

- **Finance**
 - The Chairperson of the Finance Committee will be the Camp Council Treasurer.
 - The Finance Committee, with input from other committees shall prepare and monitor budgets for all camp activities, functions, operations, maintenance, and projects. The Finance Committee shall prepare written budget reports for each regularly scheduled Council and Association

meeting and to other committees as needed. The Finance Committee shall make recommendations to the Council and to individual camp committees on fees to be charged. The Finance Committee shall ensure equity of fees collected and staff salaries between all Association sponsored camps. The Finance Committee shall develop and maintain financial reporting procedures and forms for all functions and activities, which involve Association funds. The Finance Committee shall elect a committee secretary from among its members who shall record the proceedings from each committee meeting and provide such minutes to the Council Secretary within one week after each meeting.

- **Children's Camp**

- The Children's Camp Committee shall oversee the planning and execution of the WV Christian Life Mountaineer Camp. The Children's Camp Committee shall use the Staffing Guidelines approved by the Council to secure camp staff for the Children's camp. The Children's Camp Committee shall submit a written plan for the next camp at the Council's first meeting of the calendar year. Updates to this plan shall be submitted at each Council meeting prior to the Children's camp. The Children's Camp Committee shall submit a written report covering all aspects of Children's camp, including Staffing, Registration, Operations, Finance, Incidents, Follow-up, and Recommendations for next year, within two months from the conclusion of camp. The Children's Camp Committee shall provide meeting schedules to the Council Secretary and the Marketing/Communication Committee for publication. The Children's Camp Committee shall elect a committee secretary from among its members who shall record the proceedings from each committee meeting and provide such minutes to the Council Secretary within one week after each meeting.

- **Teen Camp**

- The Teen Camp Committee shall oversee the planning and execution of the WV Teen Camp. The Teen Camp Committee shall use the Staffing Guidelines approved by the Council to secure camp staff for the Teen camp. The Teen Camp Committee shall submit a written plan for the next camp at the Council's first meeting of the calendar year. Updates to this plan shall be submitted at each Council meeting prior to the Teen camp. The Teen Camp Committee shall submit a written report covering all aspects of Teen camp, including Staffing, Registration, Operations, Finance, Incidents, Follow-up, and Recommendations for next year, within two months from the conclusion of camp. The Teen Camp Committee shall provide meeting schedules to the Council Secretary and the Marketing/Communication Committee for publication. The Teen Camp Committee shall elect a committee secretary from among its members who shall record the proceedings from each committee meeting and provide such minutes to the Council Secretary within one week after each meeting.

- Family Camp
 - The Family Camp Committee shall oversee the planning and execution of the WV Blackhills Family Camp. The Family Camp Committee shall use the Staffing Guidelines approved by the Council to secure camp staff for the Family camp. The Family Camp Committee shall submit a written plan for the next camp at the Council's first meeting of the calendar year. Updates to this plan shall be submitted at each Council meeting prior to the Family camp. The Family Camp Committee shall submit a written report covering all aspects of Family camp, including Staffing, Registration, Operations, Finance, Incidents, Follow-up, and Recommendations for next year, within two months from the conclusion of camp. The Family Camp Committee shall provide meeting schedules to the Council Secretary and the Marketing/Communication Committee for publication. The Family Camp Committee shall elect a committee secretary from among its members who shall record the proceedings from each committee meeting and provide such minutes to the Council Secretary within one week after each meeting.

- Marketing/Communications
 - The Marketing/Communications Committee shall develop and execute a marketing plan for each Association sponsored camp or activity. The purpose of the marketing plan will be to ensure that each WV Free Methodist church receives timely and adequate information and that each camp or activity is adequately publicized. Publications and communications may also include other targeted audiences. The Marketing/Communications Committee shall maintain a repository of Council approved communications and forms that can be utilized by individual camp or activity committees. The Marketing/Communications Committee shall maintain mailing and communication lists, which can be utilized for follow-up or for delivery of targeted communications. The Marketing/Communications Committee shall oversee any Association sponsored media or communications including web site and newsletters. The Marketing/Communications Committee shall develop any specialized communications for projects as approved by the Council or Association. The Marketing/Communications Committee shall elect a committee secretary from among its members who shall record the proceedings from each committee meeting and provide such minutes to the Council Secretary within one week after each meeting.

- Development
 - The Development Committee shall develop detailed plans for long-range projects including building, expansion and improvement. The Development Committee shall evaluate projects and make feasibility and priority recommendations to the Council and Association. Provided funds

are available and approved, the Development Committee shall work with outside firms to develop project phases, project plans, feasibility studies and cost estimates. The Development Committee shall elect a committee secretary from among its members who shall record the proceedings from each committee meeting and provide such minutes to the Council Secretary within one week after each meeting.

- **Special Events**

- The Special Events Committee shall both recommend Association sponsored special activities and to develop plans for special activities approved by the Council or Association. The Special Events Committee shall elect a committee secretary from among its members who shall record the proceedings from each committee meeting and provide such minutes to the Council Secretary within one week after each meeting.

- **Food Operations**

- The Food Operations Committee shall oversee the food operations of the camp. The Food Operations Committee shall plan menus for all Association sponsored camps using input from the individual camp committees and the budget committee. The Food Operations Committee shall plan the purchase of food and supplies in order to execute the food operations plan for each camp. The Food Operations Committee shall secure food, kitchen, dining hall, and camp store staff. The Food Operations Committee shall coordinate the food operations among all camps in order to minimize costs. The Food Operations Committee shall maintain a food donation list assigned and distributed to local churches each year. The Food Operations Committee shall develop and maintain written operating procedures for all food operations. The Food Operations Committee shall elect a committee secretary from among its members who shall record the proceedings from each committee meeting and provide such minutes to the Council Secretary within one week after each meeting.

- **Nominating**

- The Nominating Committee shall provide nominations to the Association for each office and committee member elected by the Association. The Nominating Committee shall verify the qualifications and willingness of each nominee before submission to the Association. The Nominating Committee shall make recommendations to the Association pertaining to the number of members needed for each committee. The Nominating Committee shall elect a committee secretary from among its members who shall record the proceedings from each committee meeting and provide such minutes to the Council Secretary within one week after each meeting.