



Peninsula Girl Scout Day Camp

Committee Handbook 2022-2023

PREAMBLE - The Peninsula Girl Scout Day Camp is governed by the following principles:

We ensure the organization's future through sound fiscal and ethical practices.

We create and sustain a continuous strategic future focus.

We seek inclusiveness and diversity in all aspects.

We will be accountable for results.

We uphold the Girl Scout Promise and Law.

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COMMITTEES ROLE & GENERAL RESPONSIBILITIES

1. Peninsula Girl Scout Day Camp (Day Camp) is a director-run volunteer camp which has historically chosen and continues to run and operate by Camp Committee. There are Executive Committee members, Camp Committee members, Camp Support Subcommittee members and Program Subcommittee members.
2. The Camp's Executive Committee is a dedicated group of volunteers that are also a part of the Camp Committee. An excellent committee lives in the future, guiding Day Camp forward and empowering the volunteers. The primary roles of the Executive Committee are to:
 - a. Set Peninsula Girl Scout Day Camp policies
 - b. Scheduling and training of the volunteers
 - c. Evaluate the operations and needs
 - d. Represent Day Camp in the community
 - e. Preserve history and traditions of Camp
 - f. Oversee and guide the budget and finances
 - g. Review and update the Handbook, Bylaws and Policies annually
3. All camp committee members represent Day Camp. Participants of the camp, families and members of the community may contact Camp Committee members. Camp Committee members will be courteous and helpful. If unable to assist directly, they will refer them to the appropriate Camp Committee member.
4. All Camp Committee members serve as role models for Day Camp parents by complying with all camp requirements. This means being on time when volunteering, attending training and meetings, fulfilling volunteer requirements, maintaining confidentiality requirements, as well as being helpful and courteous to other volunteer members and campers.
5. It is important that Camp Committee members maintain open transparency with the community, committee meetings are open to the public. Occasionally, a confidential environment will be needed at a committee meeting to protect the privacy of families and campers, notably the Financial Aid approval and post camp wrap up meetings. All Camp Committee members should avoid engaging in any gossip, redirect any concerns to the appropriate committee member for resolution.
6. Camp Committee members attendance is assumed at all committee meetings. Communication is key to running a successful committee meeting and organization. Keeping the Camp Committee up to date on tasks and achievements is welcome.
7. Committee members will keep accurate records to aid in the transition into and out of committee member roles. The Camp Director will request that committee member updated their positions "roles and responsibilities" document at the end of the camp year. An overview calendar of the main tasks completed each month will also be requested within this document.

CAMP COMMITTEE & SUBCOMMITTEE MEMBER RESPONSIBILITIES

* denotes executive committee members, notably they can sign camp checks. The Camp Directory outlines the committees and subcommittees with volunteer contact information listed.

Camp Director*

- Administrator
- GS Clearances Coordinator
- Outdoor Skills Trainer
- Emergency Contact Liaison
- Camp Support Coordinator
- Admin Support Coordinator
- Camp Name Facilitator
- Camp Shirt Facilitator
- Pixie Coordinator
- Wishlist Facilitator
- Secretary*
- Business Manager*
 - Financial Aid Advisor
 - Accounts Receivable Advisor
 - Audit Advisor
- Aide Manager*
 - Aide Advisor
 - Singing Tree Leader
 - AIT Coordinator
- Logistics Manager*
 - Transportation Advisor
 - Site Advisor
 - Move-in/Move-out Advisor
 - Luggage Advisor
- Program Manager
 - Shelter Craft Coordinator
 - Skills Coordinator
 - Service Project Coordinator
 - Older Girl Coordinator
 - Nature Coordinator
 - Crafts Coordinator
 - Orienteering Coordinator
 - Maps & Compass/Knots Coordinator
 - GEO-Caching Coordinator
 - Trail Walk Coordinator
 - Active Programs Supervisor
 - The Hunt Coordinator
 - Fun in the Sun Coordinator
- Oak Shed Manager
 - Unit Boxes Coordinator
- Marketing Manager
 - Email/Website Coordinator
 - Social Media Coordinator
- Health Supervisor
- Food Manager
 - Food Coordinator

COMMITTEE RESPONSIBILITIES

1. Most Executive Committee members work as a team, helping all committee members fulfill the responsibilities as outlined in the Committee Members **Roles & Responsibilities document**. Executive Committee members oversee and keep a pulse on all areas of camp.
2. The Camp Director should immediately be informed of any committee members who are not fulfilling their obligations. If any Camp Committee members are experiencing difficulty with another member or a participating family, they should make attempts to resolve the issue but not hesitate to bring it to the Camp Director's attention.
3. Camp Committee members may also sit on subcommittees. These subcommittees include, but are not limited to:
 - Camp Support Subcommittee: Consists of volunteers who help with overall camp operations, food, health, finance, site, training and administration needs. Responsibility roughly fall between January - July each year.
 - Program Subcommittee: Consists of volunteers who help with activities and programs at camp for campers. This includes Shelter Crafts, Skills, Service Project, Older Girls, Nature, Orienteering, Maps & Compass, GEO-Caching, Trail Walk, Active Programs and Fun in the Sun. Responsibility roughly fall between January - July each year.
4. All subcommittee actions will be reported at the next regularly scheduled camp committee meeting.

PROTOCOL

1. For the good of Day Camp and the unity of the Camp Committee, certain channels and procedures have been established to govern the way the committee conducts itself, how it does business and makes decisions. Although creativity and leadership are encouraged, Camp Committee members must seek approval from the Camp Director before acting in the following areas:
 - a. The Camp Committee must approve any non-budgeted expenditure in advance.
 - b. Any proposed changes of camp operations or committee operations must be approved by the executive committee.
 - c. Any proposal affecting camp operations shall be approved by a majority of the Executive Committee.
 - d. Any action taken beyond the established job description must first be presented to the Camp Director. The Camp Director will determine if the issue must be presented to the entire committee for a decision.
 - e. Receipts should be submitted for reimbursement in a timely fashion. Receipts are due to the business manager within 60 days of purchase, and are subject to review by two executive committee. Please keep in mind that **July 31st is the final deadline** for all reimbursement requests for each camp year.

CAMP COMMITTEE MEETINGS

1. Monthly committee meetings are generally held on the third Wednesday of each month. Meetings will begin at 7:30pm and should end by 9:00pm. All board meetings are open to the public except when family or campers' privacy is a concern; notably the Financial Aid approval and post camp wrap up meetings.

2. Camp business is discussed at meetings and requires the attention of members. Children over the age of 6 months are not permitted at committee meetings.
 3. In order for the committee to run efficiently, it is important that everyone respects and helps each other. The committee is often in agreement on most issues but in the event where there is a divide, everyone should be mindful that everyone has the right to express their views and an obligation to respect the opinions of others.
 4. As new committee members, or returning members filling new positions, we are trying to feel comfortable in our new roles. Everyone is encouraged to ask questions when they are unsure of something.
 5. The meeting agenda is prepared and published by the Camp Director. You are expected to add necessary reports or discussions to the agenda no later than the Sunday prior to the scheduled committee meeting.
 6. The decision of a motion will be based on majority vote. Voting is a very important element of every committee meeting. Each member must carefully consider the item up for vote and listen to all arguments for and against. You must form your own opinion and vote accordingly. Once a decision has been made, the committee will join together and proceed as though the decision were unanimous. Not all decisions will go the way we would personally prefer them to, but we need to present a unified committee, putting personal feelings aside and working together for the good of camp.
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