



Camp Advisory Committee
Governance Guidelines
September 2020

Camp's Mission Statement:

Camp Interlaken JCC offers an incomparable Jewish summer experience for campers and staff located in Wisconsin's north woods. Camp fosters enduring relationships, a love of Jewish community and a connection to Israel while promoting individual growth, learning and fun.

Camp's Future Vision Statement:

Camp Interlaken is filled with ruach (spirit) everywhere as campers and staff enjoys a broad range of activities steeped in tradition. Camp has well-maintained buildings and new energy-efficient structures, surrounded by the natural beauty of the Wisconsin north woods. Campers from diverse geographic regions and socio-economic background fill the camp to capacity.

Camp Interlaken is known for providing a safe and nurturing environment where special attention is given to individual needs, building self-confidence and modeling Jewish community leadership through meaningful programming.

Active alumni stay connected to camp and rally, with the community, to financially support camp enabling scholarships for Jewish children who are in need and allowing for recruitment, training and retention of high quality staff. Camp Interlaken is guided by Jewish values, led by active and engaged community leaders, and delivered by exceptional and aspirational staff.

The Steve & Shari Sadek Family Camp Interlaken JCC Camp Advisory Committee has many purposes:

- To support the mission and vision of the camp.
- To support the camp's leadership team (director and assistants) to help ensure a successful camping season.
- To spread the word about the difference camp is making in our communities.
- To keep alumni active and connected to camp, while increasing the number of devoted fans, friends and supporters of camp.
- To help guide camp so that it will be a successful thriving camp for generations to come.
- To help support camp's fundraising programs, resource development and the Milwaukee's JCC Culture of Philanthropy.

We are a sub-committee of the board of directors of the Milwaukee JCC. Although this camp advisory committee may be board like in some of our actions, we are not a fiduciary board. We rarely delve into budgets, financials and expenses. We do not conduct employee reviews or firings. We are a very unique and powerful sub-committee that is the primary vehicle for recommendations to camp and to the JCC Board. While we may make suggestions and have a call to vote, they are only recommendations for the director, camp and for the Milwaukee JCC to consider. In the past 15 years, every formal recommendation to the JCC Board has been supported.

Camp Advisory Committee Roles and Obligations

Actively support the mission and vision of Camp. This will include periodically revising these statements, working to implement and update the camp's strategic plan, update and improve camp's strengths and reduce camp's weaknesses.

Willing to help promote Camp to families and community leaders. Be a supporter, friend and a fan of camp and represent Camp positively in the community.

Recognize that Camp has two customers; the camper and the parent/guardian that pays for camp. Help ensure that camp's staff is being responsive to all of its customers and delivering a high quality experience.

The committee shall ensure that Camp, when setting policy, is taking into account other stakeholders such as alumni, donors and the Milwaukee JCC.

Maintain an up to date knowledge of camp policies, goals and programs. Help develop, adopt, revise and conduct periodic reviews of camp policies and programs (religious, chugim, evening, and educational). Monitor the progress, success and general discussions of camp programs initiatives.

Help ensure that camp's programs are ethical, safe, of high quality and related to the camp's mission.

Help work on recruitment of staff and campers, which may include marketing and advertising.

Assist the Milwaukee JCC to review job descriptions, provide input on staff positions and hiring, as requested.

The committee shall also concern itself with the quality of staff (issues brought to the Camp Director or Committee Chair), the quality of the staff experience and the general welfare of the staff.

Help ensure that camp's facilities are being maintained, updated and planned for.

The camp advisory committee should have a minimum of four meetings per year. A meeting can consist of in-person, over video conference and/or a phone conference.

Able and willing to make Camp one of your top priorities by:

- supporting camp's fundraising programs and resource development.
- making a personal meaningful gift to camp, annually.
- being active participants in the development process, including prospect identification, donor cultivation, solicitation, stewardship and growing fans and friends of camp.
- educating people about the values camp provides campers and the value of their investment.
- volunteering your time.

Additional individual duties, personal responsibilities and descriptions

Willing to work on behalf of Camp, by participating on conference calls, attending committee meetings and volunteering. One of these meetings, likely in the summer, will be held in person at camp.

Attend 75% of the camp committee meetings per camping year.

That the committee member has no conflicts of interest, as determined by the committee chair and camp director.

A committee member should not use their committee status to gain undue influence at camp, from the director or camp staff.

Able and willing to work on at least one sub-committee.

Devote an average of 3-6 hours per month to camp committee work (includes meetings, correspondence, general activities, committee and sub-committee work and periodic volunteering).

Contribute your individual expertise and skill set to the committee.

Read email and camp communications, respond timely and be available for consultations.

Help identify, recruit and train new camp committee members.

Sub-committees

The camp advisory committee will have subcommittees that will be chaired by appointees of the Committee Chair, (who do not have to be members of the camp advisory committee). Terms should usually be for one year. The members of the sub-committee may consist of people on the camp advisory committee and others not on the camp advisory committee. The following sub-committees do not each need to be active, only as deemed required. These sub-committees may consist of, but not limited to the following:

Alumni

Camp policies and procedures

Camp programming

Event planning

Facilities (buildings and grounds)

Governance

Fundraising

Marketing

Medical

Nominating

Recruitment (camp families, campers, staff)

Social action

Strategic planning

Membership, terms, committee operations and appointments

The committee shall consist of a committee chair and not more than 22 additional members (23 total members, not including those with emeritus status, as defined below). Members should include non-Milwaukee residents and try to represent a cross section of ages. Members should be older than age 23. Ideally, but not required, members should have a cross representation of specialties: marketing, legal, HR, finance, fundraising, education, mental health and medical etc. to name a few. One member, ideally, should also be on the Milwaukee JCC Board of Directors.

The term length for the camp committee chair shall be 4 years. The Chair should serve one term. The Chair can serve again, after not holding the position for a period of time.

A vice chair shall be named 6-9 months before the expiration of the chair's term. The vice chair shall be selected by the camp director, the current chair and the CEO of the Milwaukee JCC. It is expected that the vice-chair shall become the camp committee chair when the current chair term expires or is vacated. While it is preferred that the camp advisory committee chair be from the camp committee, it is not a requirement.

The term length for a committee member shall be 3 years. A member can serve three consecutive three year terms. The nominating sub-committee will propose a slate to the camp director, camp chair and CEO of the Milwaukee JCC that these three will vote on. Someone who previously served as a committee member can serve again, after being off of the committee.

Past committee chairs will be deemed to have emeritus status and may continue to participate as a member of the committee (and hence attend and participate in meetings, sub-committees and calls). They may not vote on items as regular committee members do if/where/when a vote is called. They may serve on a special advisor's panel to serve at the discretion of the camp director. Past chairs are not eligible to be a normal camp committee member (unless they happen to become the committee chair again.).

Amendments to these guidelines can be done with a simple majority vote of the whole committee via a non-secret vote; the committee chair gets a vote and any tie-breaking vote; subject to approval from the director and the CEO of the JCC.

Terms start and on September 1st of each year.