

SAMPLE

HERZL CAMP COMMITTEE JOB DESCRIPTIONS 2009 - 2010

ROLE OF A BOARD MEMBER

- Attend and participate as a fully informed and prepared member at all board meetings.
(1 meeting per month- September through May- generally the 1st Monday of the Month. 1 summer board meeting at camp.)
- Be an ambassador to the community by doing the following:
Attend and support Herzl Camp functions (Kick Off Madness, Yom Avodah, Visitors Day).
Be a positive and accurate spokesperson for Herzl Camp throughout our communities.
Be the "eyes and ears" of Herzl Camp by bringing information from the community to the board of directors.
- Maintain confidentiality of matters disclosed to and discussed by the board of directors.
- Serve on at least one committee.
Participate fully on the committee by attending and participating in committee meetings and completing follow up work as assigned. The number of committee meetings varies by committee.
- Participates in fund raising for Herzl Camp.

1. ALUMNI

The alumni committee is charged with strengthening the feelings of Herzl alumni toward camp through programming and other events.

- Work with staff, board members and Herzl alumni to continue to reach out and build our alumni database.
- Create alumni events
- Work with staff to market alumni events
- Promote camp to alumni.

Chair:
Exec:

2. DEVELOPMENT

The Development committee coordinates Herzl's campaigning with local Jewish community fundraising organizations and community leaders out of state. This group will create a master fundraising plan.

- Soliciting and endowments
 - Establish levels of giving
 - Naming opportunities
- Named endowment thresholds
 - Systematize processes to identify, cultivate, solicit and recognize donors.
 - Identify, recruit, and train solicitation teams.
 - Activities and events.
- Marketing and Education
 - Develop materials - Brochure/video.
 - Website update (initial and ongoing).
 - Newsletter updates (Herzl and out-of-state publications).
 - Phone numbers, addresses, email - data base.
 - Mailings
- Administration
- Maintain databases (Contacts, pledges, monies received, naming committees subscribed)
- Long range planning
 - Identify financial needs.
 - Cost analysis of wish list.
 - Strategies for 3, 5, and 10 year plan.
- Grant proposals and writing in conjunction with Administrative staff.

Chair:
Exec:
Staff:

3. FINANCE COMMITTEE:

The finance committee oversees Herzl's annual budgeting process, the audit process and other financial affairs.

Chair:

Exec:

Staff:

- Review/recommend budget proposal from Administration and oversee expenses, financial policies and fee structures for summer sessions and rental groups
- Revise budget monthly with realistic forecast
- Review financial statements
- Review annual audit and make suggestions for improvement of procedures
- Review bank accounts and complete consolidation of all accounts.
- Assist Business Manager/Administration on all payment plans and structures, including collections of old debt.
- Work with camp accountant, as needed.

Financial Aid/Scholarship Committee

The financial aid sub-committee sets the financial aid procedure and coordinates the annual award process.

- Establish guidelines for financial awards.
- Work with various community organizations, as needed, to determine awards.
- Determine award amounts for all applicants and contact them with response.

4. GOVERNANCE:

This committee is made up of 3 subcommittees and oversees the nominating, personnel policy and by-laws aspects of the Board of Directors.

Chair:

Exec:

Staff:

Personnel Policy:

The personnel policy sub-committee reviews issues and makes recommendations related to full time staff benefits and Human Resources of all employees of Herzl Camp.

- Examine and define the professional and behavioral outcomes desired for Herzl Camp staff
- Review and recommend changes/additions as necessary in the following areas:
 1. Contracts and agreements for staff.
 2. Establish and suggest personnel policies.
 3. Disciplinary actions, hiring and termination.
- Review staff behavior issues (in camp and during off time) and make recommendations.
- Review disciplinary action procedures and policies.
- Act as resource regarding training, time off, and compensation.
- Convene grievance committee as needed.

Nominating:

This sub-committee reviews and appoints a new slate of officers for the upcoming term. This group also reviews current list and nominates new Board members for following term. Presentation of those appointed will occur at annual summer Board meeting. Develop and prepare future Board leader.

- Review terms of board members
- Identify skills needed to round out the board of directors
- Identify new board members
- Invite new board members to serve (with approval from current board president)
- Create succession plans for board members

By-Laws

This sub-committee works to enforce by-laws as currently written as well as make proposals for change within the Board structure.

- Review by-laws
- Examine the issue of governance (who makes which decisions).
- Define membership for Board members of Herzl Camp Association.

5. HEALTH AND SAFETY

The health and safety committee reviews health procedures and policies and recommends changes as needed.

- Help recruit volunteers and/or professional physicians and nurses.
- Review Marp policies and protocols, including medicine dispensing procedures in camp.
- Review medical care related concerns.
- Review health trends – make recommendations.
- Help find drug/supplies/equipment donations.
- Be on-call throughout the summer for medical emergencies and needs of camp.
- Refer questions regarding healthcare to Director.

Chairs:

Exec:

Staff:

6. JUDAIC POLICY

Oversee all Jewish life at Herzl Camp including, but not limited to, kashrut, education and Shabbat. The committee will review, revise and implement the following:

- Kashrut policies,
- Educational curriculum including implementing “Jewish Teachable Moments” concept thoroughly and fully in all areas of camp.
- Shabbat policies and procedures
- Other holidays during the summer

Chair:

Exec:

Staff:

7. PROGRAM POLICY

The program committee evaluates and provides guidance on Herzl Camp’s programs, recommending areas for focus and improvement to enhance camper experience in all areas of camp including campers, staff, Family Camp, K’shishim and Ozo programs, to ensure consistency and quality.

- Meet with Director, Asst. Dir, and/or Program Staff for programming issues.
- Review programs and make general suggestions for improvement.
- Review and give input on summer sessions, dates and programs
- Review and recommend inclusion program

opportunities.

- Ozo program (including interview process)
- Examine camp policies and societal trends – change/delete/add policies when necessary that will improve attainment of outcomes. Recommend these changes.
- Continue and improve the scholar recruitment process, coordinate/schedule with Full-Time Herzl staff.

Chair:

Exec:

Staff:

8. PUBLIC RELATIONS/MARKETING

The public relations and marketing committee works with the administration to develop programs to improve Herzl’s image among all constituencies, including alumni, campers, staff and Jewish lay leaders and communal professionals.

- Assist staff with creation of Brochures and Newsletter articles.
- Look for opportunities for Herzl to have a presence in the community.
- Coordinate and be involved in events like Visitors Day, Yom Avodah, and Kickoff Madness.
- Create and distribute news releases in coordination with staff, when necessary, regarding policies, procedures and crises management.
- Support the fundraising committee on communication to the public.
- Market and promote Herzl Camp as a rental facility

Chair:

Exec: