

ELIOT INSTITUTE
BOARD REPRESENTATIVE JOB DESCRIPTION
(Updated February 2010)

A board member may serve as the Board Representative to one or more camps during his or her three year term on the Board.

In general, the Board Representative acts as host/hostess to the camp community. The essence of his/her job is to help all members of the community feel welcome, to keep all members of the community well-informed, to facilitate communication, to help problem solve, to express appreciation and to support the Dean and other camp staff.

The following are the responsibilities of the Board Representative (specific details will be found in the Board Representative Time Line):

The Board Representative shall:

- 👉 be available to advise, support, and consult with the Dean(s) and Registrar before and during camp to ensure we have a quality Eliot camp.
- 👉 keep board informed of Dean's progress in planning the camp
- 👉 keep the Dean and camp staff are informed of any changes in Eliot policy.
- 👉 convene the first night All-Camp Orientation Meeting
- 👉 be responsible for scheduling the Eliot "All-Camp Meeting" and preside over the event unless the Board President chooses to do so.
- 👉 be responsible for holding an orientation for parents of youth on the first night of camp.
- 👉 be prepared to gather other Board members attending camp if policy issues arise.
- 👉 be easily identifiable and readily available to provide information and assistance.
- 👉 be available to act as mediator between parties who are having difficulties which they cannot resolve
- 👉 if applicable, oversee the presentation of the "Golden Hand and Heart Award".
- 👉 work with Leadership Development Committee members present at camp to discuss potential leaders from this camp.
- 👉 make sure the Dean(s) and Speaker are recognized with a gift.
- 👉 be personally responsible for thanking the Administrator of the conference center for his/her hospitality and anyone who has extended his or herself to especially contribute to camp.
- 👉 after camp, write a thank you note to the Dean(s), Speaker(s) and Registrar.
- 👉 write and present to the Board a report.

BOARD REPRESENTATIVE TIME LINE
(Updated February 2010)

PRE-CAMP COLLABORATION WITH DEANS

- 👉 First of all, read your job description and time line and the Dean's job description and time line. [These can be found on the Eliot Institute web-site]
- 👉 Contact the Dean(s) as soon as possible and maintain regular contact to check on progress and problems.
- 👉 Inform Deans how to access information on the Eliot Institute web-site.
- 👉 clarify the Dean's role in assuring that each summer and winter camp has a theme, music,

worship and small groups.

- ☞ Update the Deans regarding any new or changed Board policies that affect them.
- ☞ assist the Dean in obtaining staff.
- ☞ Inform the Dean of the name of the Camp Chaplain. [You should receive this information from the Personnel Committee.
- ☞ Working with the Dean plan the all-camp first-night orientation meeting. [See Attachment A: First Night Orientation]
- ☞ Obtain Dean's progress report to share with the board at board meetings.
- ☞ Discuss a gift for Speaker with Dean(s) and determine who will purchase it and who will present it.
- ☞ Collaborate with Dean(s) to decide if fund raising will be done at camp. If so, how and when.
- ☞ Determine, with Dean(s), when the Eliot All-Camp Meeting will be held. It is suggested it be held early in the week.
- ☞ Review the following policies with the Dean:
 - ☞ ***Eliot Institute strives to engage and learn from our differences, spiritually, politically and socially in an atmosphere of mutual respect. Roasts, teasing and personal attacks may damage mutual respect. Satire and humor at Eliot needs to be done in a respectful and loving manner: any public reference involving satire must emphasize content, not personality. We do not make fun of our invited guest speakers. The Talent Show Coordinator for each camp is responsible for communicating this to all players.***
 - ☞ ***Eliot Bookstore: The only place to sell things at a Seabeck Eliot is through the Eliot Bookstore. All items should be relevant to camp.***
 - ☞ ***Whereas public intoxication is undesirable at Eliot Conferences, if alcohol is served at social events, only beer and wine or equivalents (coolers, spritzers, ciders) will be served and supplied by Eliot camper(s)."***

OTHER PRE-CAMP RESPONSIBILITIES

- ☞ If "Golden Hand and Heart Award" is to be presented at your camp, make arrangements to have award at camp. You can present the award or have someone else do it. Contact the Registrar for the award and plaque; contact the Board Secretary for information about the recipient.
- ☞ Bring Board materials, including recent board decisions and minutes, to camp.
- ☞ Check with Registrar to be sure large laminated copies of Vision Statement and Code of Conduct will be at camp.
- ☞ Plan the Eliot All-Camp Meeting. If the Board President is going to be at camp, ask her/him if they would like to preside. If yes, then coordinate planning.
- ☞ Purchase a gift for the Dean(s) It is helpful to purchase gifts before camp, but not necessary. In the recent past, the amount spent has been about \$35 (total, for either an individual dean or co-deans). Examples of gifts given include: gift certificate to the Eliot bookstore, a copy of the speaker's book(s), t-shirts, hot beverage mugs and tea, locally made coasters from the gift shop across the street from camp. Reimbursement for gifts comes from Eliot Institute funds.

FIRST DAY OF CAMP

- ☞ Attend staff meeting
- ☞ Summer Seabeck camps: Waterfront Agreement with Seabeck: Meet with Seabeck staff

person to sign the Waterfront Agreement Policy in the presence of a Eliot waterfront staff (director, lifeguard(s), boat dock).

- ☺ Attend Newcomers meeting.
- ☺ (Optional) Place a “Suggestion Box” in a visible place (i.e. Inn Lobby at Seabeck, near cafeteria at Naramata). Via camp newsletter and verbal announcement let campers know this is available if they have suggestions, ideas or comments for the board to consider regarding board policies or future camp events.
- ☺ Convene the First Night All-Camp Orientation Meeting.
- ☺ Hold an Orientation meeting for youth and their parents/sponsors on the first night of camp to help set parameters for and convey board policies on expectations for youth.

OTHER DUTIES

- ☺ Attend Daily Staff Meetings.
- ☺ Be available to act as mediator between parties who are having difficulties which they cannot resolve
- ☺ Schedule and publicize the Eliot All-Camp Meeting to be held early in the week. [See Eliot All-Camp Meeting below]
- ☺ Attend the MAGS Overnight planning meeting (which will be conducted by the MAGS Leader). The purpose of this meeting is for parents, chaperones, and youth to determine the parameters and expectations of the MAGS overnight.
- ☺ Attend the Youth Overnight planning meetings (which will be conducted by the Youth Advisor). The purpose of this meeting is for parents, chaperones, and youth to determine the parameters and expectations of the youth overnight.
- ☺ Oversee presentation of the “Golden Hand and Heart” Award. [It is suggested this be done at a time when the largest number of people are present, i.e. a morning ingathering or lunch.]
- ☺ Be on the lookout and do research to bring in new leaders and give your suggestions to a member of the Leadership Development Committee.

ELIOT ALL-CAMP MEETING

- ☺ Schedule, publicize, and, and in the absence of the Board President, preside over the All-Camp Meeting to be held early in the week (This event can also be called a “party”, “festival”, “get-together” or whatever fits the theme of the camp.) This event is a time when everyone can come together to hear about what’s going on with Eliot. It is also a time for campers to learn how they can volunteer to be a part of this wonderful organization. If possible “entice” people to attend: refreshments, entertainment, hot topic, slide show.
- ☺ Invite the Conference Center Administrator or Liaison to attend and speak at the gathering.
- ☺ If the Eliot Recording Secretary is not at camp, appoint someone to take notes and get these to the Recording Secretary.
- ☺ Plan the agenda for a one-hour meeting maximum. See ATTACHMENT B: “Eliot All-Camp Meeting” for agenda ideas.

CAMP INCIDENTS

- ☺ Act as mediator between parties who are having difficulties which they cannot resolve
- ☺ If a problem occurs at a camp, the response, which may include a community meeting, will be handled by the Board Representative.
- ☺ Be prepared to gather other Board members attending camp if policy issues arise.
- ☺ If paramedics are called to attend to a camper, the Board Representative, Dean(s) and Executive Director of Facility must be notified immediately.

END OF CAMP

- 👉 Make sure the Dean(s) and Speaker(s) are recognized with a gift. (Traditionally, the Dean(s) present the gift to the Speaker.) Suggested time: Friday lunch (Summer Seabeck camps); Banquet Dinner (Naramata); last breakfast (Winter)
- 👉 Personally thank the Conference Center Director for his/her hospitality.
- 👉 Personally thank anyone who has extended his or herself to especially contribute to camp.
- 👉 Collect items placed in Suggestion Box, put them in with the evaluations for the Secretary to add to evaluation report.

POST CAMP

- 👉 Write thank you letters to the Dean, Speaker and Registrar
- 👉 Write and present to the Board a report/evaluation, including observations made during camp of potential future Deans, speakers, workshop leaders, youth leaders, etc. This report shall not contain negative comments that disparage individual staff members or volunteers by name, but by title only. Such comments, when given, shall be marked confidential, with hard copies only forwarded to Board members. Reports approved by the Board can be distributed to interested others at the Board's discretion."

ATTACHMENT A

FIRST NIGHT ORIENTATION (Suggested agenda)

Board Rep convenes the orientation

- 👉 Welcome campers
- 👉 Introduce him/herself and explain the purpose and function of the Board Representative, i.e. the BR is the link between Eliot community and the Board.
- 👉 Introduce and read the Eliot Mission Statement: ***“Eliot Institute creates and supports an inclusive community of celebration, friendship, exploration, relaxation and joy for Unitarian Universalists, their families and friends.”***
- 👉 Introduce the Registrar and invite him/her to speak briefly
- 👉 Introduce the Dean(s), who will preside over the rest of the meeting.

Dean(s) responsibility

- 👉 Review pertinent rules and regulations
- 👉 Introduce camp staff
- 👉 Introduce Theme Speaker(s). [If the Speaker is to a role in this meeting please be sure to set a time limit.]
- 👉 NOTE: It is the Dean(s)' responsibility to see this meeting is advertised in the first camp newsletter.

ATTACHMENT BELIOT ALL-CAMP MEETING

(some agenda ideas)

- 👉 Usually the Board Representative presides over the meeting, unless the Board President is at camp and chooses to do so. Be sure someone is taking notes.
- 👉 Introductions:
 - Self
 - Board Members Present (Make special note of those completing service on the board)
 - Board Staff Members Present
- 👉 Possible Reports:
 - Administrator
 - Treasurer
- 👉 Remind campers the role of Administrator and Board Representative
- 👉 Introduce and post the large laminated copy of the Eliot Mission/Vision Statement
- 👉 Director of Facility – if they wish to have space on agenda [limit to 5 minutes]
- 👉 Election: Present Nominating Committee’s slate of new Board members and new Nominating Committee member and, if necessary, other candidates that have been nominated by the community at large according to rules provided in the Eliot By-Laws. Explain voting, answer questions and proceed with vote. (NOTE: If there is more than one candidate then a paper ballot will need to be provided and collected]
- 👉 Explain purpose of evaluation forms (NOTE: These forms are provided and collected by the Registrar and then compiled by Recording Secretary).
- 👉 Solicit Future Deans, Camp Staff, Board Members, and Committee members
- 👉 Recent actions of board that may be of interest to campers
- 👉 Reports on Future Camps
 - Speakers and topic
 - Deans
- 👉 Leave time for “Hot Topic” determined by board.
- 👉 Possible enticements: Prize drawing; hot topic; refreshments; slide show; entertainment.