

CAMP FIRE GREEN COUNTRY

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Board Member Responsibilities

The Board of Directors of Camp Fire Green Country is a “working board.” Members of the board are expected to understand and adhere to a code of ethics established by the Board of Directors of national Camp Fire and declare any known conflict of interest.

Board members agree to personal and financial commitments, as follows:

1. Personal Commitments

- Attend and actively participate in board meetings. The board meets at 5:45 pm, the fourth Monday of every month (except June, July and December) at the Bernsen Community Life Center, 700 South Boston Avenue, in a meeting room above the Camp Fire office.
- Serve on at least one committee (listed on reverse) – or – provide regular volunteer program assistance.
- Attend special program events, such as the Camp Fire Birthday, Absolutely Incredible Kid Day, and Grand Council Fire, our youth award ceremonial, to support youth and their families – as schedules permit.
- Become knowledgeable about Camp Fire’s programs and participant benefits in order to serve as an ambassador to the community to promote involvement in and support of the Council’s efforts to build caring, confident youth and future leaders.

2. Financial Commitments

- Council annual member dues (\$15 individual or \$35 family)
- Board annual dues (\$50)
- Council Annual Fund: Make a personal commitment to the Council’s Annual Fund
- Actively participate in fundraising efforts with an individual goal of contributing and/or generating \$1,000 per year

Board member giving records are kept in strict confidence. Quarterly contribution reports keep board members informed about the status of their personal giving and fundraising efforts.

Recognizing their responsibility to assure the financial well being of the Council, board members may assist in a variety of ways:

- Cultivate existing and prospective donors
- Recruit teams and sponsors to participate in Just Plane Fun
- Facilitate introductions to foundation trustees
- Participate with youth in the Candy Sale in the spring.

In today’s philanthropic climate, foundation trustees expect organizations to demonstrate a high level of financial support from board members. Being able to report 100% financial participation in individual giving and fundraising by board members gives Camp Fire an advantage when seeking funding from United Ways, corporate and private foundations.

Our Promise

Young people want to shape the world.

**Camp Fire provides the opportunity to
find their spark,
lift their voice,
discover who they are.**

In Camp Fire, it begins *now*.

Committees

PURPOSE – committees provide oversight of council programs, policies, financial matters, and fundraising efforts to ensure fulfillment of the responsibilities of the board of directors.

FINANCE – provides guidance, consultation, and oversight regarding budget and financial matters. Responsibilities include developing council budget, overseeing annual audit including screening and selection of auditor, overseeing and, as needed refining, financial management and reporting systems, reviewing council insurance package, and guiding investments. CHAIR, Treasurer; STAFF, Executive Director, Assistant Executive Director and Bookkeeper.

FACILITIES – provides guidance and consultation related to council outdoor properties and facilities and use of outdoor resources by community groups. CHAIR, appointed by President; STAFF, Camp & Outdoor Program Services Director, Executive Director, camp site staff.

FUND DEVELOPMENT – provides guidance and oversight of Council’s fund development efforts. CHAIR, VP-Fund Development; STAFF, Executive Director, Assistant Executive Director, Community Relations Director.

HUMAN RESOURCES – provides guidance and consultation related to human resources issues, including performance evaluation system, compensation and benefits, and staff development. CHAIR, VP-Administration; STAFF, Executive Director.

JUST PLANE FUN – coordinates all aspects of the council’s major special event. CHAIR, appointed by VP-Fund Development; STAFF, Community Relations Director.

YOUTH DEVELOPMENT ACTIVITIES – provides general oversight of council programs to ensure consistency with mission; keeps board members informed of program developments, and generates ideas for program improvement and expansion. CHAIR, VP-Program Services; STAFF, Program Director and other program staff.

NOTE: Committees establish annual work plans based on objectives set forth in the council’s Strategic Plan.

**Volunteers, other than board members, are welcome to participate on board committees.
To join a committee, contact the chair or staff person listed above.**

