

Memorandum

Date: August 19, 2021
From: Karen Phillips, Executive Director
To: Chairperson of the Board
Subject: Board Participation and Organization

I hereby propose the following revision to By-laws for Camp Hope of SW Washington:

Each Board member will be active in a Committee, Subcommittee or Advisory Committee. They do not need to be the leader of the committee or subcommittee. Active participation is defined as volunteering 8 hours per quarter.

Leaders of each Committee will be voting members of the Executive Board and will participate in quarterly Board meetings. Committee and subcommittee members participation in Executive Board meetings is optional but they do not vote.

Executive Board:

The Executive Board shall be comprised as follows:

- 1) Chairperson
- 2) Vice Chairperson
- 3) Secretary
- 4) Treasurer
- 5) Chairperson, Grounds Committee
- 6) Chairperson, Facility Maintenance Committee
- 7) Chairperson, Safety Committee
- 8) Chairperson, Fundraising Committee
- 9) Chairperson, Program Advisory Committee
- 10) Trustee Position for special skills such as lawyer or chaplain

The following 5 Committees are designated for Camp Hope:

1) **Grounds Committee**

- a) The grounds committee reports to the Executive Director and the Chairperson of the Board.
- b) The mission is to maintain the grounds of Camp Hope, including but not limited to:
 - lawn and grass care,
 - trees and shrubs,
 - weed control,
 - trail maintenance,
 - firewood,

- moss control (on the grounds, not buildings)
 - concrete,
 - road maintenance
 - tent site management
 - road and trail signage within the camp
 - removal of broken equipment
- c) The grounds committee is responsible for maintaining equipment owned by the camp for maintaining the grounds, including but not limited to:
- power washers,
 - lawn mowers,
 - weed trimmers,
 - herbicide sprayers,
 - trailers,
 - chain saws,
 - log splitter, etc.
- d) The Committee shall be familiar with and abide by all requirements of Clark County parks and lands management, including timber management and herbicide use.
- e) The Committee shall advise the Executive Director and Chairperson of the Board on risks and resolutions regarding grounds maintenance. This may include project estimates and budgets.
- f) A grounds committee member will assist the Executive Director organize and lead volunteer work parties at Camp Hope.
- g) The committee may organize into subcommittees to accomplish its mission.
- h) The Committee Chairperson shall be a voting member of the Executive Board.
- i) Staff hired as Grounds Manager will assume role as Chairperson of the Grounds Committee.

2) **Facility Maintenance Committee**

- a) The Facility Maintenance Committee reports to the Executive Director and the Chairperson of the Board.
- b) The mission is to maintain the buildings of Camp Hope, including but not limited to:
- Conduct regular inspections and keep inspection reports that document current condition, recommended repairs, and completion of repairs
 - Roof moss removal and prevention
 - Roof repairs
 - Siding maintenance

- Concrete maintenance
 - Painting
 - Plumbing
 - Electrical
 - Organize and Clean storage
 - Signage
 - Lighting
- c) The Facility Maintenance Committee is responsible for maintaining equipment owned by the camp for maintaining the facilities, including but not limited to:
- Ladders
 - Tools
 - Paint sprayers
 - Supplies
- d) The Committee shall advise the Executive Director and Chairperson of the Board on risks and resolutions regarding facility maintenance. This may include project estimates and budgets.
- e) A Facility Maintenance Committee member will assist the Executive Director organize and lead volunteer work parties at Camp Hope.
- f) The committee may organize into subcommittees to accomplish its mission.
- g) The Committee Chairperson shall be a voting member of the Executive Board.
- h) Staff hired as Facility Manager will assume role as Chairperson of the Facility Maintenance Committee.

3) **Safety Committee**

- a) The Safety Committee reports to the Executive Director and the Chairperson of the Board.
- b) The mission is to oversee the safe operation and emergency response capabilities of Camp Hope for staff, volunteers and guests.
- c) The Safety Committee shall create a written safety plan for Camp Hope, including policies on the following:
- i) Workplace safety including handling and storage of chemicals and fuel
 - ii) Staff safety training
 - iii) Camp user safety
 - iv) Preventive maintenance
 - v) Accident investigations
 - vi) First Aid and emergency procedures
 - vii) Evacuation procedures
- d) The Safety Committee shall work with the Facility Maintenance Committee to ensure buildings are equipped properly with the following:
- i) Fire extinguishers

- ii) Smoke detectors
- iii) Handrails
- iv) Signage
- v) First Aid equipment
- vi) Other preventive maintenance

4) Fundraising Committee

- a) The Fundraising Committee reports to the Executive Director and the Chairperson of the Board.
- b) The mission is to lead fundraising for Camp Hope, including but not limited to:
 - i) Grant writing
 - ii) Fundraising events such as:
 - Camp Festivals
 - Give More 24
 - Auctions
 - iii) Participation in community events to raise awareness such as
 - BG Harvest Days
 - Clark County Fair
 - Local parades

5) Program Advisory Committee

- a) The Program Advisory Committee (PAC) reports to the Executive Director and the Chairperson of the Board.
- b) The PAC mission is to provide insight and advice into family and youth programs at Camp Hope that will attract more families and youth and fulfill our mission.
- c) Committee members will represent a wide band of local experts, such as:
 - i) Adults experienced with special needs youth, including foster kids, kids with incarcerated parents, unaccompanied youth, homeless kids, and others who have faced trauma at an early age.
 - ii) People with insight into components of our program that will yield more grant money;
 - iii) Educators who can build educational objectives and lesson planning into our programs.
 - iv) Counselors and pastors who can help us create space for mental health and spiritual growth in our programs.
 - v) Leaders who can help us include character development and leadership training for our staff and campers.
 - vi) Science and technology advisors who can help add STEM education in our camps.

- vii) Tradesman and craftsman who can help us introduce hands on experience in the trades in our camps.
- d) The committee may organize into subcommittees to accomplish its mission.
- e) The Committee Chairperson shall be a voting member of the Executive Board.
- f) Staff hired as Program Manager will assume role as Chairperson of the PAC.