



Camp Lau-Ren

Officers and Committees

Revised: June 2018

LAU-REN CAMP CORPORATION ORGANIZATION

Lau-Ren Camp Corporation is made up of members of United Church congregations in Upper Valley and Four Rivers Presbyteries, users of Camp Lau-Ren's facilities, and camp directors and leaders. The Corporation must include all of the Directors of the Corporation themselves who shall be those persons appointed by the Supervising Court of the United Church of Canada at least two months in advance of the Annual Meeting of the Corporation.

BOARD OF DIRECTORS

Board Members: The Board consists of fifteen directors. Ideally, directors represent the major churches in Upper Valley and Four Rivers Presbyteries. Each year, five directors are elected by the Board for a three year term while another three retire. The new directors are officially elected (approved) at the annual meeting of Lau-Ren Camp Corporation. Board members may serve consecutive three-year terms without limit.

Restraints: One position on the Board is reserved for a member from Calvin United Church in Pembroke. (See the Appendix to the By-Laws.) A majority of the directors of a camp board "shall be members of the United Church of Canada."

Scope: The Camp Board, through a committee structure, is responsible for all aspects of the operation of Camp Lau-Ren. The Board hires Executive Directors to oversee all aspects of the operation under the direction of the Board. As representatives of their individual churches, they are responsible for relaying information or concerns from the Board to their Session or Church Board.

Qualifications:

- Previous Board or Committee experience an asset.
- Ability to assume a Committee position in their area of expertise and/or interest.
- Interest in making a difference.
- Willing to volunteer time and talents where needed.

Duties:

- Attend Board meetings regularly and to inform the Board Chair or Secretary prior to a meeting if unable to attend.
- Take notes at Board meetings and provide reports on a regular basis to their home Church.
- Participate on various committees within the Board. (e.g., fundraising).
- Help promote Camp Lau-Ren by speaking at Camping Sundays.
- Read minutes, discuss and provide feedback on decisions being made.
- Help Board develop policies and provide input during discussions.

Executive Director(s)

The Executive Directors act as Executive Directors for the Board and are employed by it to oversee all aspects of operation. Their duties are outlined in their contract.

Board Chairperson:

One of the fifteen directors elected annually by the directors, preferably from the vice-chairperson's position. The Chair is responsible for ensuring that the Corporation's business is completed in such a way as to ensure optimum operation of the camp.

Qualifications:

- Able to act as Chair of the Executive Committee of the Lau-Ren Camp Corporation.
- Member of the Board of Directors of the Lau-Ren Camp Corporation for a minimum of 3 years, not necessarily concurrent.
- Expert knowledge of Camp Lau-Ren facility.
- Expert knowledge of Board policies and procedures.
- Ability to organize and conduct meetings, ensuring that all business is completed in a timely manner.
- Good written and oral communication skills.
- Ability to communicate with internal and external contacts.
- Must be self-motivated and professional.
- Experience in reading a financial statement.
- Ability to motivate Board Members to fill their responsibilities in a positive and fulfilling manner.

Duties:

- Schedule and preside over meetings of the Board, both regular and emergency meetings.
- Prepare and distribute meeting agenda before each meeting to ensure that calendar-sensitive issues are dealt with.
- Act as principle spokesperson for the Corporation.
- Ensure and review yearly the appointment of Directors to committees of the Corporation and to serve as an ex officio member of all committees and to ensure that they perform their duties.
- Help in scheduling and training of the staff of the Lau-Ren Camp Corporation.
- Hold at least one meeting with the Summer Staff to ensure that there are no issues and discuss work conditions, personnel and equipment.
- Consult with the Executive Director in the interpretation of Board policy.
- Establish a process whereby the Executive Director is able to access the Board in the event of an emergency or other issue and act as liaison between the Board of Directors and the Executive Directors,
- The Chairperson and Treasurer are custodians of the safety deposit box.

Vice-Chairperson:

One of the fifteen directors elected annually by the directors. The Vice-Chairperson is responsible, in the absence of the Chairperson, in ensuring that the Corporation's business is completed in such a way as to ensure optimum operation of the camp.

Qualifications:

- Member of the Board of Directors of the Lau-Ren Camp Corporation for a minimum of 3 years.
- Expert knowledge of Camp Lau-Ren facility.
- Expert knowledge of Board policies and procedures.
- Ability to organize and conduct meetings, ensuring that all business is completed in a timely manner.
- Good written and oral communication skills.
- Ability to communicate with internal and external contacts.
- Must be self-motivated and professional.
- Experience in reading a financial statement.
- Ability to motivate Board Members to fill their responsibilities in a positive and fulfilling manner.

Duties:

- Have all the powers and perform all the duties of the Chairperson in the absence or disability of the Chairperson.
- Serve on Committees as requested by the Board.
- Obtain a working knowledge of the duties and by-laws of the Corporation.
- Perform such other duties as may from time to time be assigned by the Board.

Secretary

One of the fifteen directors of the Corporation. The Secretary is a member of the Executive of the Board of Directors and is responsible for all aspects related to receiving and sending correspondence, as well as recording information at meetings held by the Board of Directors or the Executive Committee.

Qualifications:

- Good computer skills, i.e., competence in Microsoft Word.
- Have related experience in an administrative position.
- Good written communication skills.

Duties: Correspondence

- Receive correspondence and bring it to the attention of the appropriate person, Committee Chair, Board Chair, Executive Director at the next meeting. If the matter is urgent, to bring it to the immediate attention of the Chairperson and/or Executive Director.
- Write letters as directed by the Chairperson, Treasurer, or the Board.
- Keep a file of minutes at Calvin United Church, correspondence, by-laws, annual reports, insurance and other pertinent records.
- Advise the Secretary of Presbytery (can be by e-mail) of any changes to the Board of Directors.
- Ensure the complete the form required by the Ministry of Consumer and Commercial Relations regarding changes to the make-up of the Board.
- Keep the seal of the Corporation.

Duties: Recording

- Record the minutes of each Board meeting and arrange for the typing, duplication and distribution of same to all members of the board at least 10 days prior to the next scheduled Board meeting. Circulation by e-mail is preferred, or by Canada Post if necessary.
- Prepare an organization sheet each January listing [1] the directors and their term, [2] all committees and the members of each.
- Prepare a mailing list with the names and contact information of all Board members. The list is to be sent out with the minutes in January, and every month there is a change.
- Keep a running list in the minutes to show work days and training days.

Treasurer

One of the fifteen directors elected annually by the Board of Directors. The Treasurer of the Lau-Ren Camp Corporation is responsible that the books of account are kept in accordance with the general accepted accounting principles. The Treasurer is a member of the Executive of the Board of Directors.

Qualifications:

- Board member with accounting background.
- Ability to reconcile the Corporation's financial resources.
- Ability to communicate with internal and external contacts.

Duties:

- Attend Board meetings regularly and, if unable to attend, to provide a monthly financial statement to be reviewed at the meeting.
- Prepare a budget for the beginning of each fiscal year.
- Ensure that the books of account and accounting records of the Corporation are kept in accordance with the provisions of the various Acts and are kept secure.
- Receive, bank and keep an accurate record of all income of the Corporation, specifically; Camper fees, Camper per diem rate received from the C.C.R.C. Committee, Capital grants, Congregational donations, Presbytery grants, UCW donations, individual donations, Resource Centre and tuck receipts, specific donations, and fund raising campaigns.
- Keep an accurate record of all expenses of the Corporation, specifically Executive Director salaries, Summer Staff wages, all wage/salary deductions, taxes, insurance, hydro, telephone, capital purchases, supplies, maintenance, food Resource Centre sale items, tuck, administration, honouraria for volunteer staff, publicity, all other legitimate expenses.
- Issue cheques for the above.
- Arrange for an independent examination of the books at the end of each fiscal year and provide a statement from the examiner for inclusion in the Annual Report.
- Prepare and submit all financial reports required by Federal and/or Provincial Governments in a timely manner.
- Issue charitable donation receipts for donations received.
- Issue general donation receipts for donations from various Churches and/or Church organizations.

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- Prepare and submit tax rebates on a regular basis.
 - Arrange for and provide an examined financial statement at the end of the term in office.
 - Ensure that the assets of the Corporation are adequately protected by comprehensive general liability insurance, arranged through a licensed insurance broker, plus any other insurance coverage for broker and the Board of Directors.
 - Maintain liability insurance to protect the Executive Directors and Board of Directors from personal indemnity.
 - Keep all insurance policies, including expired policies and records of insurance coverage, for a minimum of seven years or beyond. Camp boards should consult with their lawyers on the length of time to keep insurance records. It is the responsibility of the insured to provide evidence of insurance coverage.
 - Ensure arrangement for injured worker's coverage for salaried employees.
 - Ensure staff are paid on a timely basis.

COMMITTEES OF THE BOARD

Persons who take on positions under the following headings are obliged to keep a running record of their activities so that their position may be transferred to another person and carried on in a similar fashion. The aim is to provide continuity and an ease of transition when one leaves the position.

Archives:

- Ensure that a record of annual reports, minutes, photographs, legal documents, etc. and other archival material is maintained in perpetuity.

Campership Fund:

- Receive applications for financial assistance and make decisions on suitability of candidates. The person in this position will work closely with the Registrar.
- Ensure that the fund has adequate resources to satisfy the demand and request a transfer of monies from the Finance Committee when necessary.

Camping Standards:

- Ensure that the United Church Camping Standards, as outlined in the Manual, are reflected in all of our Board procedures and in our personnel manuals.
- Update manuals yearly based on the experience of Camp Directors and other feedback so that the manuals become an accurate and complete guide for our operation.

Conference Camping and Retreat Centres Committee (CCRCC)

Composed of two members.

- Attend all meetings (two per year) of the CCRCC and to report back to the Board items of concern to Camp Lau-Ren.
- While in attendance at these meetings, to promote the interests of Camp Lau-Ren in all matters, financial matters in particular.
- Prepare the necessary documentation for operational and capital grant requests.

Finance:

(Composed of the Chair, Vice-Chair, Secretary and Treasurer)

- Be cognizant of the general financial health of the Corporation.
- Manage finances such that the Corporation remain in a healthy position.
- Advise committees of available resources for planning purposes.

Fundraising:

- Promote and manage the Special Gifts program.
- Actively research, plan and implement ideas and strategies for raising funds for the Lau-Ren Camp Corporation.
- Arrange for marketing of any fundraising event.
- Search government programs and philanthropic foundations for grants.
- Ensure that Camping Sunday bulletin covers and offering envelopes are printed in appropriate quantities and delivered to churches at appropriate times.
- Write letters for donations if needed, follow up and confirm.
- Write thank you notes to those who donated time, food, etc. for fundraising events.

Camp Sponsorship Recruiter:

- Secures from Upper Valley and Four Rivers Presbytery churches sponsorship for weekly camps and ensures that all weekly camps are sponsored.
- In late October, sends a letter to churches (Minister with a copy to the Chair of the Christian Education Committee and the Church Secretary) who sponsored camps that year, outlining thanking them for past sponsorship, providing them with highlights of the sponsored camp and requesting sponsorship for the next year. Responses should be received by December 31st for inclusion in the camp brochure.
- Follows up with a telephone call to the sponsoring churches in early December to confirm sponsorship.
- Sends a list of sponsoring churches to the Executive Directors by December 31st for inclusion in the camp brochure.
- If any camps do not have a church sponsor, the Camp Sponsorship Recruiter is responsible for actively recruiting sponsorship from churches of Upper Valley and Four Rivers Presbyteries. Such recruitment can include letters, emails, church bulletins, and visits to Presbytery meetings.

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Health & Safety:

- Ensure, in co-operation with others, that the basic health standards are met.
 - Prepare a Camp Health Plan as outlined in United Church Camping Standards.
 - Ensure that Camp Health Records are properly kept.
1. Every camp will keep careful documentation of safety requirements and will self-monitor their compliance with these standards regularly. The camp will conduct a regular safety audit and keep appropriate documentation of same.
 2. Sanitation facilities, including outhouses, will meet provincial and local health regulations and will be cleaned daily.
 3. There must be hand-washing facilities near all toilets.
 4. All cabins and staff quarters will be equipped with smoke detectors. The functioning of smoke detectors will be checked at the beginning of each new

camp season. Smoke detectors will be installed in buildings where combustibles are stored or that have an open flame. Some process will be used to test smoke detectors at the beginning of the camp season and, at minimum, each month while camp is in session. Where accessibility to smoke detectors is such that batteries could be removed, testing is to be conducted at the end of each session.

5. The camp water supply will be tested and approved by the Ministry of Health for the current season before camp opening.
6. All hazardous products and machines used in maintenance shall be kept in locked storage and used only by authorized personnel.
7. Local emergency contact numbers for the fire department, medical assistance, and police departments are posted by every telephone or two-way radio on the campsite.

Insurance:

Duties:

- Familiarize one's self with all the details of our insurance coverage so that answers are available in short order for questions about liabilities,
 - Ensure that our insurance conforms with UC Camping Standards.
 - Process any claim on insurance.
 - Provide an insurance statement for the Annual Report.
1. All United Church Camps must be adequately protected by comprehensive general liability insurance, arranged through a licensed insurance broker, plus any other insurance coverage the broker and the Board of Directors consider to be necessary.
 2. The **minimum** coverage for liability insurance will be \$5,000,000.
 3. The camp will arrange for injured worker's coverage for paid employees.
 4. The Camp Board will ensure that review of the adequacy of the Camp's insurance occurs on an annual basis.
 5. The camp will maintain Directors and Officer's liability insurance to protect the Board of Directors from personal indemnity.
 6. The Camp carries non-owner vehicle insurance to cover any situation where Camp business is conducted, or people are transported, in vehicles not owned by the Camp. (There are no Camp-owned vehicles.)
 7. If Camp facilities are being rented to third parties, a clear written agreement, signed by both parties, must specify what coverage is provided by the camp and what coverage must be provided by the renter. The Camp shall obtain a certificate of insurance from a third-party renter indicating the renter has obtained adequate tenant's legal liability and comprehensive general liability coverage and showing the camp as an Additional Named Insured to the tenant's policy.
 8. The United Church of Canada must be an added named insured to any Camp insurance policy, with provisions that the Camp's insurance is primary to any United Church insurance policy. The policy will include a clause requiring the United Church to be notified of any cancellation or lapsing of a Camp's insurance policy.
 9. The Camp keeps all insurance policies, including expired policies and records of insurance coverage, for a minimum of seven years or beyond. It is the

responsibility of the insured to provide evidence of insurance coverage.

Insurance Accountability:**Board Structure and Responsibility**

The Camp Board will review annually, and update if required, the Camp's insurance policies.

Insurance for Off-Site Activities:**Insurance for Off-Site Activities**

The camp's insurance policy will be written to cover activities which occur off-site and are part of the planned camp activities. Off-site means any activity which takes place off the property owned by the camp board, and includes activities which may take place outside the boundaries of the property designated as the camp's grounds.

Insurance - Health and Safety:**Health Personnel Qualifications**

The Camp holds medical malpractice insurance relevant to the qualifications of its health personnel. If the Camp is using a first aider, emergency medical technician or first responder, the Camp must make every effort to determine if, in fact, malpractice insurance would apply to this named professional.

Leadership Recruitment:

The Camp has a leadership recruitment program that recruits from and provides training to former campers, active church youth, and qualified adults. Ideally, this committee works through the Christian Education Committees of congregations, especially the ones that are sponsoring bodies for weekly camps, to ensure that each camp has a director and adequate leaders and counsellors. Through contacts with Camp Directors, this committee can also keep track of promising campers-turned-counsellors for recruitment and therefore maintain an up-to-date directory of candidates for Camp Directors, Leaders and Counsellors.

Members of the Recruitment Committee are responsible for attracting a pool of candidates who have various abilities and characteristics that may be needed to fill needed and vacant position within Camp Lau-Ren, including Board vacancies, Summer Staff and volunteer staff positions.

Duties:

- Attend Board meetings regularly or report to the Board of Directors.
- Make contact phone calls to schools and other groups and set up times to meet and talk about Camp Lau-Ren.
- Be willing to travel to schools and churches to speak about the camp and gather names and contact information.
- Report back to the Executive Directors and the Board any names of individuals who may be interested in either a paid or volunteer role within the Corporation.

Ontario Camping Association (OCA):

- Ensure that our Camp Standards conform to the OCA standards as well as the United Church Camping Standards.

Personnel:

Composed of the Executive Directors and two Board members. Duties are to:

- Advertise the paid summer positions available, through Presbytery church bulletins, and other means when necessary.
- Receive and review all applications and select the most suitable candidates for each position.

The committee will be guided by the United Church Camping Standards for procedures on hiring staff.

Presbytery Representative:

This is normally one person who will volunteer to attend all Presbytery meetings.

- Represent Camp Lau-Ren at all Presbytery meetings through the Division of Mission Committee.
- Take the concerns and written submissions of the Publicity Committee to Division of Mission and request that these be included in the printed minutes of Presbytery.
- Bring the concerns and comments of Presbytery, regarding Lau-Ren, to the next Board meeting.
- Ensure that all representatives at Presbytery meetings receive brochures about Camp Lau-Ren for use in their congregations.

Privacy:

This person ensures that our forms and staff practices agree with Ontario's privacy legislation. Monitors all Lau-Ren literature for compliance.

Program:

This person reviews the Christian program for each Camp to ensure that the theme and Life Study content agree with that detailed in the United Church Camping Standards Manual.

Promotion:

Promoting of Camp Lau-Ren is the job of all Directors. This can be done through reports to churches or in any other way. Groups could be formed to present a Camping Sunday program in any church which requests one. Samples are on the United Church Camping website. Anyone can suggest, or submit, a promotional activity to the Publicity Committee.

Promotion of Camps

United Church camps will promote their programs with integrity and enthusiasm. In all promotional materials, the principle of "truth in advertising" will be followed. The camp brochure will state the camp's objectives and mission statement. The camp brochure will be accurate and will state clearly the activities available to campers.

Property:

Composed of a Chairperson and two or three others, preferably who live within a reasonable travelling distance to the site, plus the Executive Directors.

- Ensure that the physical facilities are in good repair and suitable for use prior to

the start of the camping season.

- Undertake a planned maintenance and improvement program, and to set priorities for same, to ensure that several major expenses are not necessary in one year.
- Keep a multi-year plan for future upgrading and obtain Board approval for same.
- Open and close the site each season, with particular attention to water and hydro, and with attention to the storage of perishable items.
- Check the site about once a month during the off season to determine if snow loads on shingle roofs need clearing. Also check the general condition of the property, including signs of vandalism.
- Prepare a list of priority items for attention during pre-camp and post-camp work days/weekends/periods and to see that help is recruited for same.
- Keep the Patterson workshop in a neat and tidy condition so that tools are easily found and maintenance items are kept in good supply.
- Ensure that surplus items are disposed of as soon as practicable – or at least once a year.
- Ensure that a safety audit is performed each year.

Publicity:

- Ensure that an updated brochure is printed each year and ready for the January meeting.
- Design a poster, 8.5 x 11 inches in size, for posting in Presbytery churches and other appropriate locations (other churches, shopping malls, etc.) and to ensure that the posters are actually placed where planned.
- Maintain an awareness of all possible publicity opportunities. (Press releases on Camp opening and/or closing.)
- Prepare a submission for the Circuit Rider each spring to advise readers of the upcoming summer's program.
- Prepare and submit other articles as the opportunity arises.
- Parents of campers will be informed of the qualifications required of the camp health personnel.

Registrar:

- Accept applications for all summer camps along with the required funds.
- Ensure that the applicant is of the right age and sex for the Camp applied for.
- Keep a record of all registrations and inform the web page administrator of the numbers registered for each Camp at least once a week.
- Ensure all funds received during a calendar month are deposited through any branch of the Bank of Nova Scotia to the operating account of Camp Lau-Ren in Deep River. An e-mail is then to be sent to the Treasurer advising of the deposit amount and all particulars related to the deposit.
- Follow up on any NSF cheques.
- Be on the lookout for any campers needing financial assistance and pass those names over to the Campership Chairperson.
- Prepare a registration report for presentation at each Board meeting.
- Prepare a breakdown of camper community, church affiliation, and age for statistical purposes.
- Upon being advised by a weekly camp Director or the Executive Director in the

off season, refuse the registration of a camper for the following year, unless accepted by the camp Director concerned and the Executive Director.

Safety:

The persons on this committee are ideally not also members of the Property Committee.

- Inform the Board, at the October meeting (after reviewing staff comment sheets) of any safety concerns that need to be addressed before the opening next spring.
- Conduct a formal, written, safety audit each spring to ensure that all safety concerns have been addressed by the proper committee.

All personnel who participate in any way at the Camp site should be conscious of safety problems and report immediate items of concern to the Executive Directors.

Otherwise, safety concerns should be expressed on the comment sheet provided at the end of Camp.

Tax Rebates:

- Prepare claims for PST & GST rebates from the appropriate body every year.

Training of Camp Directors, Leaders, & Counsellors:

The Chair of this committee should ideally be a Camp Director or former Camp Director because such person will have hands-on experience about what training is required.

Under the direction of the Executive Director:

- Organize winter and spring training programs for both new and experienced volunteer staff prior to each camping season
- Prepare a timetable of instructional sessions and recruit knowledgeable leadership to conduct the required training during those sessions.
- Ensure that all Camp Directors, Leaders and Counsellors are advised of the date, place and duration of the training sessions.
- If the sessions reveal any persons whom you think may not come up to standard, inform the Executive Directors and the weekly Camp Directors.

During pre-camp training, all camp staff will be trained in the camp's sexual harassment and child abuse policies, the "Sexual Conduct in the Camp Workplace" policy, and the implications of conduct that violates these policies. All camp staff will be trained to understand the provincial legislation regarding mandatory reporting of suspected child abuse. Camp policy will enforce compliance with provincial legislation.

Leadership Training:

Training of camp directors, camp staff, and volunteers is essential to creating a cohesive, mutually supportive team. The training period builds community, while ensuring that important safety and program information is shared in an efficient and consistent manner with all who have leadership responsibility at camp.

All camps will hold pre-camp training sessions for camp staff. The length of pre-camp training sessions will total at least 12 hours.

Normally, the Conference Camp Committee will ensure that all camps in their jurisdiction conduct appropriate training for camp staff and volunteers. In some cases, it may be useful for several camps to share training resources. The Conference Camp

Committee may assist in these logistics.

Training for camp staff will include: the Camp Mission Statement, the Camp Health Plan, emergency procedures (e.g. fire, waterfront, evacuation, land searches, severe weather procedures), first aid basic instruction, Camp Christian education curriculum, introduction to age-appropriate activities for campers, Camp staffing standards, sexual harassment and child abuse policies, behavioural expectations, program delivery standards, adventure camping skills and standards, training for specific populations encountered at camp (e.g. seniors, people living with disabilities, families).

Additional training needs may be identified and required by the Conference Camp Committee.

Camp training will include discussion of the way incidents of camp staff misconduct will be handled.

All camp staff must receive basic first aid instruction, given by a qualified first-aider*. This requirement can be met during pre-camp training or through organizations such as the Canadian Red Cross Society, St. John's Ambulance, or the Lifesaving Society.

***qualified first-aider:** A person certified in first aid and CPR by the Canadian Red Cross Society or St. John's Ambulance. The minimum level of certification required is Standard First Aid and Basic Rescuer CPR.

Water Testing:

The Executive Director(s) will take the water testing course so that tests can be made before and during the camping season.

Web Page:

This person is responsible for updating the website on a continual basis to ensure that camp activities are well advertised and clients are well informed.