

Job Description

Hazelhurst Camp Chair

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director, and committee positions necessary to achieve the Club's operational success in a cost-effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

Function and Term of Office

The Camp Chair serves as a vice-president of the Prairie Club and represents Hazelhurst Camp on the Board of Directors and its Finance Committee. In those capacities the Camp Chair reports the activities at the Camp and brings the needs of the Camp to the attention of the Finance Committee and Board of Directors. The selection of Camp Chair is ratified or elected biennially by the Hazelhurst Camp siteholders at an August meeting. The term of Camp Chair is two years beginning January 1. Whenever possible, the Camp Chair shall serve a term of two years as Camp Vice-Chair prior to becoming Camp Chair for the two-year term. In addition, the Camp Chair serves on the Hazelhurst Camp Council during the two-year Camp Chair term and remains on the Camp Council as the former Camp Chair for two years following the Camp Chair's term.

Job Responsibilities

While this job description identifies various duties and responsibilities of the Hazelhurst Camp Chair, no job description can be completely comprehensive. Unexpected events will occur. The Camp Chair is expected to respond to those unusual matters as they may occur using his/her knowledge, experience, and ingenuity. The Prairie Club Senior Office Manager will provide the Camp Chair with additional information including the Prairie Club Accounting Policies and Procedures Manual, and each Chair shall maintain and continually update a handbook of procedures that are found to facilitate the functions of the Chair, passing it on to the next Chair at the transition time.

Major job responsibilities of the Camp Chair include:

- The Camp Chair shall be responsible for and follow The PC Accounting and Purchasing Procedures as set forth in the PC Manual
- The Camp Chair is a voting member of Camp Council and will remain on Camp council for 2 years after their term as Camp Chair.
- The Camp Chair is Head of the Operating Committee as stated in PC Bylaws, Article VIII, Section 4. A "The Hazelhurst Camp Chair shall appoint a Hazelhurst Operating Committee, which shall have general charge of the camp and be responsible for its control and maintenance." The Camp Chair may create or delete committees as the needs arise, and may also create an AD Hoc Committee for a short term when needed.

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- The Camp Chair shall conduct 2 Siteholder meeting per year. The first is on the 4th of July weekend and the second in August, a date to be selected by the Camp Chair. This responsibility shall include but not be limited to:
 - Preparing and distributing an agenda which will include past meeting minutes, all Operations reports, Proposed changes to Camp Rules or By Laws, any other new business.
 - Gathering reports from Camp committee chairs.
 - Sending out all information the week before the Meeting
 - Sending provisional and approved minutes to the PC office following the meeting.
- The Camp Chair is responsible for yearly Property Manager Evaluation and bringing proposed compensation before the siteholders for approval.
- The Camp Chair is responsible for the yearly Hazelhurst Operating Budget.
- The Camp Chair shall maintain the “Camp Chair Operation Guidelines and Notes” book which shall be passed to the incoming chair. The book shall include but not limited to; Camp Chair operating procedures and notes, current HH Camp Rules, current PC By-Laws, List of Committees including chairs and contact information, Operating Committee action item list with outstanding action items, HH maintenance budget information, abbreviated Robert’s Rules, and current Siteholder list with contact information. This book shall be both hard copy and electronic for updating as needed.

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