

Job Description

Camp 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 Camp Hazelhurst 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 by the Camp Hazelhurst siteholders at the August siteholders meeting. The term of Camp Chair is two years beginning January 1. In some cases, the Camp Chair may serve a term of two years as Camp Vice-Chair prior to becoming Camp Chair for the two year term.

Job Responsibilities

Given the extensive job responsibilities of the Camp Hazelhurst Camp Chair, this job description identifies both responsibilities and procedures to be followed for certain activities. The Prairie Club Senior Office Manager will provide the Camp Chair with a Prairie Club binder with additional information including the Prairie Club Accounting Policies and Procedures Manual.

Major job responsibilities of the Camp Chair include:

Overall responsibilities

- Being a member of the Prairie Club Board of Directors and its Finance Committee
- Attending and being an active participant at Board of Director meetings and on Finance Committee conference calls
- Being a member of Camp Council and remaining on Camp Council for two years following the term as Camp Chair
- Preparing communications with committee members and siteholders
- Determining if the Committee Chairs will continue in their roles. If not, identifying appropriate replacements as soon as possible
- Executing committee decisions
- Coordinating implementation of special projects as needed
- Being familiar with and following the accounting and purchasing procedures in the Prairie Club Accounting Policies and Procedures Manual
- Sending minutes of every siteholders, council and operating committee meeting to the Prairie Club office (responsibility of the Camp Secretary)
- Preparing a year-end summary report and submitting to the Prairie Club office.

Budget

- Preparing the annual Hazelhurst budget in consultation with the standing committee chairs and the Prairie Club Treasurer; focus on projected operating results as well as

identifying needed capital expenditures or major maintenance. See Budget Development section of the Prairie Club Accounting Policies and Procedures Manual.

- The budget does not change significantly from year to year. Maintenance (and in particular, road maintenance) is one of the biggest variables.
- The PC Office can furnish you with prior year costs. Consult with the Prairie Club Treasurer on any major issues.

Operating Committee

The PC Bylaws, Article VIII, Section 4.A. state: “The Hazelhurst camp 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 chairs the Operating Committee that consists of the Camp Council chairs, Committee Chairs, officers of the camp and the Property Manager.
- The Operating Committee is where Camp improvement projects are first proposed, studied and budgeted for presentation to siteholders. Although the Operating Committee is consulted on improvement projects and provides input, it is not responsible for approving improvement projects.
- Appointing or deleting committees as the need arises; appointing ad hoc committees as necessary for a short term when needed
- Operating Committee meetings are usually held Memorial Day and Labor Day. An action item list is usually generated and maintained from this meeting with Responsible Parties and due dates. One purpose of the Memorial Day meeting is to plan for the 4th of July siteholders meeting. Give notice to the *Hazelhurst Highlights* editor in time for the April issue. Post notices of the upcoming siteholders meeting on bulletin boards at the camp. Strive to get the Operating Committee as organized as possible for the 4th of July meeting. Committee reports should be succinct and written or typed.
- The Memorial Day meeting also usually focuses on needs or resources required for the upcoming year, whereas the Labor Day meeting focuses on the upcoming year’s budget requirements and selected dates for the next year’s meetings.
- Ask the Prairie Club Senior Office Manager to send notices of this meeting to the attendees 3-4 weeks in advance. The Hazelhurst Camp Chair should draft the notice. Determine that the Property Manager is able to clean the Red Barn and set up for the meeting.

Standing Committees

The Camp has a number of Standing Committees with which the Camp Chair interacts. Those committees include:

- Ad Hoc
- Barn
- Beach and Boats
- Beach Walk
- Buildings and Sites
- Community Relations
- Dam Pond
- Entertainment, Saturday Night
- Fire Safety
- 4th of July Celebration
- Hazelhurst Highlights

- Hazelhurst Treasurer
- History
- Jr. Activities
- Jr. Clubhouse
- Library
- Memorial Service
- Monday Morning Coffee
- Nominating Committee
- Roads
- Service Awards
- Tennis

There is no set number of members for any committees nor are there term limits. Committee Chairs are not only responsible for their particular committee but also collectively for the overall operation of the entire camp. Each committee identifies needs and required resources for each year.

Camp Council

- The Camp Council is an elected committee for a three year term. The head of the Camp Council is usually selected by the Camp Council or the Camp Chair. The Camp Council is the Camp Chair's advisory board. The Camp Council is not part of the Operating Committee as the Camp Council deals with Camp Rules not operations. The Camp Chair is a member of the Hazelhurst Camp Council and remains on the Camp Council for two years following the Camp Chair's term.
- Camp Council has regular meetings two weeks prior to the siteholders meetings.
- If there are issues, concerns or problems, it is best to get the Camp Council involved.

Siteholders meetings

- Presiding at camp committee meetings and conducting two siteholders meetings. Generally, the two siteholders meetings occur during the summer. The first meeting is on the July 4th weekend and the second meeting generally occurs in August at a date selected by the Camp Chair.
- Obtaining a working knowledge of Robert's Rules of Order that govern the conduct of the Board of Directors and siteholders meeting

Two weeks before the siteholders meeting:

- Reminding siteholders of the meeting by posting signs on all outside bulletin boards, Red Barn and Prairie Club rental facilities and placing a notice in the *Hazelhurst Highlights*
- Posting the minutes of the last siteholders meeting on the bulletin board in front of the Red Barn and in the mailroom. A copy of the minutes should have been sent previously to all siteholders.

One week before the siteholders meeting:

- Developing the agenda that will be distributed at the meeting or emailed to siteholders beforehand
- Having committee reports submitted to you in WORD so they can be easily added to the information packet
- Discussing with the various speakers the expected timeframe for their discussions

- Assembling the Siteholders Package with an agenda, the prior meeting minutes, committee reports, and any changes to the Camp Rules or By-laws to be presented along with any new business
- Determining that the materials include the conference call number and access code and that you have your leader access code
- Sending the Siteholders Package one week prior to the meeting. The PC Office can assist in the distribution of materials electronically. You should have 10 copies of the materials on hand for the meeting.
- Obtaining copies of any handouts for the meeting. Those handouts may also be emailed to siteholders beforehand.

Night before the siteholders meeting:

- Setting up the projector and conference phone. There are two phone jacks, only one is operational, the other is a dedicated line that is no longer used. There is also a hard wire microphone that fits in a small stand over the conference phone and plugs into the mixer, and a speaker that is adjacent to the phone, and plugs into a phone jack near the phone plug.

At the siteholders meeting:

- Referring as much business as possible to the various committee chairs for them to lead the discussion
- Getting any lengthy motion in writing beforehand to facilitate the discussion
- Asking for any necessary corrections to the minutes

After the siteholders meeting:

- Sending the draft minutes for the meeting and the approved minutes for the prior siteholders meeting to the Prairie Club office

Relationship with Hazelhurst Property Manager

- Periodic (e.g., weekly) communication and coordination with the Camp Hazelhurst Property Manager; agree on the desired communication protocol
- Resolving differences of opinion between a committee chair and the Property Manager on the extent of repairs and maintenance required and need to hire an outside vendor (including the Property Manager's firm)
- Supervising the Hazelhurst Property Manager's activities, i.e., the Property Manager is a direct report to the Camp Chair
- Responsibility for annual Hazelhurst Property Manager's evaluation and proposed compensation package. See separate section below.
- Implementing budgeted expenditures
- Following the purchasing procedures set forth in the Prairie Club Accounting Policies and Procedures Manual

Property Manager Evaluation/Compensation

- Property Manager Contract, Item 5 states: "On a yearly basis, prior to the Renewal of this (Caretaker Contract) Agreement, a committee shall evaluate the Caretaker/Property Manager's performance and compensation. Such evaluation shall consider input from Siteholders, facility chairs and camp committee chairs and will be discussed by the committee. The Evaluation and Compensation Committee shall consist of five members: the current Camp Chair, two former Camp Chairs appointed

by the current Camp Chair, one Hazelhurst Facility Chair (representing Buena Vista, Farmhouse and Family Cottage) and one person appointed by the Operating Committee. This Committee shall serve until the current Camp Chair's term expires at which time the committee members will be updated accordingly. Committee members shall be limited to 3 consecutive terms. The Committee's evaluation results shall be shared and discussed with the Caretaker/Property Manager. The Committee shall present compensation recommendations to the siteholders and the Club's Board of Directors for final approval."

- In connection with the evaluation, sending out the Caretaker Evaluation to siteholders at least two weeks prior to the August siteholders meeting. Summarizing the results of the evaluations
- The Evaluation and Compensation Committee meets in Executive Session, closed to the public. A record of the past evaluation scoring has been maintained for several years. This document is confidential and is not to be shared outside the committee.

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