

# **Job Description**

## **Spring Grove 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 the Spring Grove 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 term of Camp Chair is two years.

### **Job Responsibilities**

Major job responsibilities of the Camp Chair include:

- 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
- Presiding at camp committee meetings and siteholders meetings. Generally, there are two siteholders meetings during the summer. Obtain a working knowledge of Robert's Rules of Order that govern the conduct of the Board of Directors and siteholders meetings
- Preparing the annual Spring Grove 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 Prairie Club Accounting Policies and Procedures Manual.
- Assisting committee staff so that all areas of the camp operate smoothly
- Periodic (e.g., weekly) communication and coordination with the Spring Grove Camp Caretaker; agree on the desired communication protocol
- Resolving differences of opinion between a committee chair and the Spring Grove Camp Caretaker on the extent of repairs and maintenance required and need to hire an outside vendor
- Implementing budgeted expenditures
- Preparing communications with committee members and siteholders
- Executing committee decisions
- Coordinating implementation of special projects as needed
- 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.

### **Coordination with Other Camp Committees**

The Spring Grove Camp Chair works closely with the Chairs of seven committees whose respective job description and responsibilities are set forth below:

*House Maintenance Committee Chair*

- Assumes responsibility for direction of the committee in maintaining the lodge building
- Communicates with the caretaker to determine any maintenance needs
- Looks over the lodge to determine what you believe must occur to maintain the building
- Prepares a list of jobs to be performed by members and obtains necessary materials from suppliers
- If jobs cannot be performed by members, contacts appropriate outside repairmen
- Submits large maintenance items to Camp Chair to be included in the annual budget
- Reports on house maintenance issues at meetings of the committee
- Is on the alert for any safety problems and takes steps to rectify same

*Grounds Maintenance Committee Chair*

- Assumes responsibility for maintenance of grounds and road
- Sets up the committee to cut and trim grass. Maintains trees as needed on all camp grounds except the road around the lodge and individual camp sites
- Submits budget items to Camp Chair for purchase and maintenance of equipment needed to carry out the above responsibilities
- Is on the alert for any safety problems and takes steps to rectify same

*Pond Committee Chair*

- Assumes responsibility for maintenance of pond and area around the pond
- Sets up a committee to control and remove weeds and trash as necessary
- Maintains ramp, rafts, safety equipment and warning signs
- Submits budget items to Camp Chair for purchase and maintenance of equipment needed to carry out the above responsibilities
- Reports on pond maintenance issues at meetings of the committee
- Is on the alert for any safety problems and takes steps to rectify same

*Equipment Maintenance Committee Chair*

- Assumes responsibility for maintaining equipment used in the camp
- Trains members in the operation of the equipment as necessary
- Maintains level of gas in tank and request caretaker to order as necessary. Sees that oil, hydraulic oil and other maintenance items are on hand for maintenance of equipment
- Submits budget items to Camp Chair for purchase and maintenance of equipment necessary for the operation of the camp
- Reports on equipment maintenance issues at meetings of the committee
- Is on the alert for any safety problems and takes steps to rectify same

*Publicity Committee Chair*

- Prepares monthly write-up for *The Bulletin* and submits to Prairie Club office by the 10<sup>th</sup> of each month for the following month's publication
- Assumes responsibility for promoting use of the camp by members of other groups

*Conservation Committee Chair*

The objectives of the Prairie Club shall be the promotion of outdoor recreation such as walks, outings, camping and canoeing; the establishment and maintenance of permanent and temporary camps; the encouragement of the love of nature; the dissemination of knowledge of the environment; the preservation of outdoor recreational areas; and the conservation of land, water, air and wildlife.

- Works with the Grounds Maintenance Chair to maintain all flora including tree trimming and non-native flora eradication
- Works with the Pond Chair to determine the health of the pond, fish and quality of the water. Engages professionals if necessary with the approval of the Camp Chair
- Establishes the yearly budget regarding trimming, planting of trees, flowers and shrubs
- Disseminates knowledge of ecology and conservation of the Prairie Club property— Spring Grove Camp
- Works with the Prairie Club Conservation Committee to establish and maintain bird stations, nature areas and educational programs

*Playground Committee Chair*

- Maintains playground equipment and play area
- Submits budget to Camp Chair for expenses

Updated: July 2019