

## DUTIES OF CAMP TIMBERWOLF COMMITTEES - 1/8/2011

### Camp Fundraising Committee – Holden (Chair), Drennan, Wilkerson

- President chairs
- Pursues private and corporate donations
- Follows-up with thank you letters
- Notifies Board members of each donation so they can email thanks and praise

### Camp Operations & Facilities Committee (1) – Koester (Chair), Wilkerson, Hulbert, Drennan, Whittaker

- VP - Camp Operations chairs
- Plans and directs activities impacting Camp operations and facilities such as
  - New construction
  - Maintenance and repair
  - Equipment maintenance, repair and replacement (e.g, camp phone)
- Handles restocking of Camp equipment and supplies
- Plans and directs Camp opening and closing work parties (staffing, material and equipment procurement, food services)
- Coordinates Camp activities with U.S. Forestry Service (Mt. Hough) such as
  - Fire & burn permits
  - Dead tree management (logging, trucking, wood sales)
  - Reforestation (order new trees from Forestry Service each January)
  - Pickup and plant new trees during opening work party
  - Coordinates site inspections
  - Coordinates fire prevention training for tenants
  - Reports camp usage (data from Tenant Relations Committee)
- Proposes new and changes to existing Camp facilities for Board approval
- Implements Camp safety requirements
- Identifies Camp assets
- Recommends related policies or changes for Board approval

### Camp Safety Committee – Holden (Chair), McIntosh, Wilkerson, Green

- President chairs
- Defines safety requirements for camp use and Board approval
- Conducts annual review of Camp safety requirements proposes changes and new requirements for Board approval
- Monitors safety-related activities to ensure compliance to requirements

### Finance Committee – Cunningham (Chair), Wilkerson, Admiral Benson, Holden

- Treasurer chairs, President is a member
- Monitors and directs financial investments
- Ensures implementation of committee direction
- Conducts annual review of camp assets
- Reviews periodic and annual financial statements to ensure they are complete and accurate

### Government/Utility/Agencies Committee (1) – Ayres (Chair), Hulbert, Whittaker

- VP - Administration chairs
- Coordinates Camp operations with local and state governments, utilities and local organizations such as
  - County Sheriff

#### Government/Utility/Agencies Committee - Continued (1)

- PG&E (electric & hydro for road clearance and facilities)
- Cal Trans and Plumas County for road access
- CA Dept. of Fish & Game (Sacramento) – January request for Spring fish stocking
- Suburban/Coast Propane
- Waste Management (waste bins)
- Alpine Fire Services (kitchen fire suppression and fire extinguisher annual service)
- State Water Resources Control Board (inspections and permits)
- FGL Environmental water testing
- County Health Department inspections
- Demographics reporting to Board of Equalization (age, race, sex)
- Other permits for Camp operations
- CA Secy. Of State (Statement of Information & Statement of Common Interest Development Association)
- CA DMV (boat & trailer registration/licenses)
- Coordinates regulatory inspections and tests
- Maintains good working relationships with fire, sheriff, police and local businesses
- Liaison with Bucks Lake HOA
  - Pays membership dues to maintain fire department coverage
  - Attends meetings and maintains positive PR with community

#### Insurance Review Committee – Ayres (Chair), McIntosh, John Drennan

- VP - Administration Chairs
- Conducts annual review of insurance coverage
- Recommends insurance related policies or changes for Board approval
- Maintains liability insurance for Board members
- Maintains liability rider for U.S. Forest Service
- Maintains property insurance for Camp facilities (buildings)

#### Officer & Director Nominating Committee

- Chair and committee members selected by the Board each year
- Identifies potential officers and Directors and coordinates their approvals
- Provides officer and director slate to Board members 30 days prior to last Board meeting
- Presents slate to Board for discussion and approval

#### Tenant Relations Committee (1) – Holden (Chair), Drennan, McIntosh, Hulbert

- President chairs
- Handles camper reservations, insurance documentation and contracts
- Communicates Camp rules and regulations
- Fills empty weeks with new tenants
- Coordinates Family Camp and Dad's Adventure Camp (advertising, reservations, food services, check-ins, waivers signed, pastor scheduling, activities scheduling, recruiting fishing guides)
- Schedules fire suppression training
- Coordinates completion of check-in and check-out forms
- Confirms payment based on actual (not reported) headcount
- Tracks and records Camp revenue and reports to the Board
- Monitors camper activities to ensure compliance to Camp rules and regulations
- Monitors camper check-in, check-out and transition activities

(1) Utilizes representatives local to Camp whenever possible