

# **ELIOT INSTITUTE BOARD REPRESENTATIVE**

(Revised March 2025)

A board member may serve as Board Representative to one or more camps during their three-year Board term. They should be selected as far in advance as possible.

The Board Representative acts as host to the camp community, and liaison to the board about how the camp went. They should help everyone feel welcome, be a calming presence, facilitate effective communication, help problem solve as needed, and generally support the Deans and camp staff.

## **GENERAL RESPONSIBILITIES**

Be available to advise, support, and consult with the Deans and Registrar before and during camp. They should not take on any other staff position at the camp.

## **BOARD REPRESENTATIVE TIMELINE**

### **BEFORE CAMP**

- \_\_\_ Register for camp. Sign contract and Code of Ethics and return to the Registrar.
- \_\_\_ Review the materials in the “Dean’s Starter Kit” (usually given to you by the Registrar) to ensure that you’re up to speed on your timeline, staffing guidelines, and other expectations related to the role.
- \_\_\_ Have a good understanding of how key roles (Dean, Volunteer Coordinator, and Board Rep) relate to each other.

### **BEFORE CAMP - WORKING WITH DEANS**

- \_\_\_ Contact the Deans as soon as possible and maintain regular contact to check on progress and problems.
- \_\_\_ Inform Deans how to access pertinent information on the Eliot Institute website. They can also receive past evaluations, Dean and Staff reports by contacting the Executive Secretary.
- \_\_\_ Clarify the Deans’ role in ensuring that each summer and winter camp has a theme (optional), music, worship and small groups.
- \_\_\_ Update the Deans regarding any new or changed Board policies that affect them.
- \_\_\_ Assist the Deans in obtaining staff, if requested.
- \_\_\_ Inform the Deans of the name of the Camp Chaplain. [You should receive this information from the Chaplain Committee.]
- \_\_\_ Working with the Deans, plan the all-camp first-night orientation.
- \_\_\_ Check in with Deans prior to Board meetings in order to share their progress
- \_\_\_ Discuss a gift for the Speaker with Deans and determine who will purchase it and who will present it.

- \_\_\_ Confer with Seabeck's Executive Director and the Deans to determine the schedule for the Eliot/Seabeck Informational Meeting. It should be held early in the week. Reserve the meeting room with adequate space, at the decided date and time. Contact the Board President to find out any specific issues to be covered with campers at the Meeting.
- \_\_\_ Review the policy for Restoring Right Relations (available in [the policy section](#) of our website) with the Deans. Discuss, if the need arises, how issues will be handled.

### **GENERAL PRE-CAMP RESPONSIBILITIES**

- \_\_\_ If the "Golden Hand and Heart Award" is to be presented at your camp, contact the registrar to make arrangements to have the award and plaque at camp. You can write the blurb about the recipient and present the award or have someone else do it. Contact the Executive Secretary for information about the recipient.
- \_\_\_ Ensure that you have access to any pertinent Board materials, including recent decisions and minutes that could have bearing on camp planning and execution.
- \_\_\_ Plan the Eliot/Seabeck Informational Meeting.
- \_\_\_ Plan the Leadership Development Meeting - often on the last afternoon of camp
  - Schedule meeting time and place with Deans and Volunteer Coordinator.
  - The meeting protocol can be found in the LDC Committee Charter. [LDC Charter](#)
  - Invite the following people to attend the meeting: Deans (current and next year), Registrar, Leadership Development Committee members and board members present at camp. Review the descriptions for the various jobs <https://www.eliotinstitute.org/camp-jobs>
  - Usually the attendees will review the current camp roster and make recommendations for staff, dean, or board readiness from that.
  - Review Leadership Development Meeting document linked above
- \_\_\_ Purchase a gift for the Deans. It is helpful to purchase gifts before camp, but not necessary. Check the camp budget for gift price, to be reimbursed from Eliot Institute.

### **ARRIVAL DAY**

- \_\_\_ Attend the staff meeting. Be sure the staff is aware of all policies listed above.
- \_\_\_ Check to see a copy of the [Eliot Covenant](#) and [Respectful Behavior Expectations Policy](#) have been posted by the Registrar.
- \_\_\_ Summer camps: Meet with Seabeck staff to sign the Seabeck Conference Center "Rules for Lagoon Use" document in the presence of the Eliot Waterfront Staff (Director, Lifeguard(s), Boat Dock Coordinator) to ensure Eliot waterfront staff are aware of Seabeck policies.
- \_\_\_ Attend Newcomers meeting. Ask the Newcomer Host what they would like you to speak about. Do let campers know you are available during the week to answer any questions or concerns they may have.
- \_\_\_ Convene the [First Night All-Camp Orientation Meeting](#).
- \_\_\_ Attend the orientation meeting for youth and their parents/sponsors on the first night of camp to help set parameters for and convey board policies on expectations for youth.

## **DURING CAMP**

- \_\_\_ Attend daily staff meetings
- \_\_\_ Be easily identifiable and readily available to provide information and assistance.
- \_\_\_ If applicable, oversee the presentation of the “Eliot Golden Hand and Heart Award.” This is usually done during announcement time during lunch.
- \_\_\_ Publicize (newsletter and announcement) and then host the [Eliot/Seabeck Informational Meeting](#). Plan the agenda for a one-hour meeting maximum.
- \_\_\_ Attend planning meetings for any youth late or overnight events. You will help staff, parents, chaperones, and youth to determine the parameters and expectations of the MAGS Late Night.
- \_\_\_ Be on the lookout for new leaders and bring your suggestions to the Leadership Development Meeting.
- \_\_\_ Two days before the end of camp make sure adult and youth campers are reminded to respond to the email evaluation request. It is suggested this be done via the camp newsletter and an announcement at lunch.
- \_\_\_ Meet with Youth for Q & A / Listening Session

## **CAMP INCIDENTS**

- \_\_\_ If a conflict occurs at a camp, follow the [Restoring Right Relations](#) policy.
- \_\_\_ If paramedics are called to attend to a camper, the Board Representative, Deans, First Aid Coordinator, and Seabeck’s Executive Director must be notified immediately.

## **END OF CAMP**

- \_\_\_ Make sure the Deans and Speaker(s) are all recognized with a gift
  - Suggested time for the Deans’ gift: final lunch
  - Suggested time for the Speaker gift: at the close of the final theme session
  - Traditionally, the Deans present the gift to the Speaker(s)
- \_\_\_ Personally thank the Seabeck Executive Director for their hospitality.
- \_\_\_ Personally thank anyone who has made a special contribution to this camp

## **AFTER CAMP**

- \_\_\_ Write thank you letters to the Deans, Speaker and Registrar.
- \_\_\_ Encourage the Deans to gather staff reports within 2 weeks of camp, then add their own report and send it to you within 4 weeks of camp. Annotate that report throughout with Board Rep comments--any additional comments or suggested action items for Board attention. If there are any confidential items to report, write and email to the Executive Secretary a separate report. This report shall not contain negative comments that mention individual staff members or volunteers by name, but by title only. Such comments, when given, shall be marked confidential, and communicated separately to Board members. Reports approved by the Board can be distributed to others interested at the Board’s discretion.
- \_\_\_ Pass along any special thank yous or kudos contained in camper evaluation results to the named staff or campers