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# SAMPLE BOARD COMMITTEES from Camp Solomon Schechter

# Standing Committees (per Bylaws)

## Executive

The organization shall have an Executive Committee, which shall be composed of the President, Vice President/President Elect, Second Vice President, Immediate Past President, Secretary and Treasurer. The Executive Committee shall manage the business and affairs of the organization when the Board is not in session and shall have and may exercise all of the authority of the Board, except as otherwise restricted by applicable law and as otherwise described herein. The designation and appointment of the Executive Committee and the delegation of authority to it shall not operate to relieve the Board or any individual Director of any responsibility imposed upon it, him or her by law. Notwithstanding the foregoing, any action taken by the Executive Committee shall be subject to subsequent ratification or approval at the next meeting of the Board.

## Board Governance

The Governance Committee is responsible for:

* Reviewing the policies and bylaws for the institution and presenting them to the Board for a vote, as needed
* Driving the nominations process, including setting the strategic priorities for Board recruitment, soliciting suggestions from the Board, choosing the proposed candidates, and bringing them to the Board for a vote
* Working with the President to maintain and update the Board committee structure

## Finance

The Finance Committee oversees Camp Solomon Schechter’s:

* Annual budgeting process, in conjunction with the Operations staff
* Annual audit process
* Long-term financial strategy and viability
* Endowment allocation and performance

## DevelopmentThe Development Committee is responsible for working with the Development staff to:

* Map out the solicitation and stewardship strategy for the organization
* Plot out the "annual arc" of associated activities (e.g., thank you calls, major fundraiser, etc) and schedule of commitments for the Board
* Work with the Board to solicit and steward donors according to that schedule
* Drive the major annual fundraiser for the organization

## Facilities

The Facilities Committee maintains a current list of Camp structures and areas that need attention, maintenance, repair, rebuild, and/or upkeep, including their strategic priorities and dollar amounts.

# Regular Committees

## Chazon (Vision)

The Chazon (Vision) Committee is responsible for the long-range thinking and planning for Camp.  Currently, that includes:

* Updating the organization's strategic plan
* Determining the correct focus and timing of the next phase of Camp's capital project
* Partnering with the Finance Committee on our strategy and timeline for paying down our capital debt

## Community and Alumni Relations

The Community and Alumni Relations Committee is responsible for:

* Ensuring up-to-date contact information (i.e., Keep in Touch)
* Alumni engagement (i.e., Schechter Knesset)
* Other items in coordination with the Development Committee

## Education & Programming

The Education & Programming Committee works with Program staff to evaluate and provide guidance on Camp’s programs, recommending areas for focus and improvement to enhance camper experience.

## Medical

The Medical Committee has a mix of priorities specific to opening Camp safely in summer 2021 and improving our procedures and overall camper safety across all summer sessions present and future:

* Immediate (i.e., COVID-related) priorities
	+ Review Camp's medical policies and protocols
	+ Review best practices for RNs and visiting doctors
	+ COVID testing (duration, frequency, proper tests -- PCR and antigen)
	+ NPIs (PPE, cleaning supplies, medical screening)
	+ Consult in purchasing tests, testing equipment, PPE, etc
* Subsequent (i.e., more summer-focused) priorities
	+ Setting up an additional triage center
	+ Help set up Telemedicine program for campers and staff
	+ Review camper case load
	+ Consult when needed (camper and staff emergencies, diagnose symptoms)
	+ Review how we track and administer prescriptions

# Task Forces- COVID-19

The COVID-19 task force is responsible for:

* Regular communication with the camp community to share our plan, reassure the community, provide an outlet for our constituents to ask questions or provide feedback, and recruit community resources (e.g., political) to ensure Camp opens in summer 2021
* Tight coordination with the Medical and Finance committees to understand the end-to-end impact of and response to COVID for Camp
* End-to-end planning around how the community can support Camp over the summer of 2021

# Inactive Committees

## Human Resources

9/21