

Board Committee Procedures for

College Settlement and Summer Camps @ College Settlement Boards of Trustees

All Board members may participate in all committee meetings and access all committee documents, with the exception of the Executive and Personnel Committees.

Committee Purpose

Each committee is responsible for the overall direction and control of its organizational area, as defined in the respective Board of Trustees by-laws. Each committee is asked to draft goals for the year ahead and participate in strategic planning activities.

Standing Board Committees

Each Board has the following standing committees, with a Board-specific Committee Chair:

- Executive
- Board Development
- Finance
- Fund Development
- Personnel
- Program & Recruitment
- Property

Each Board's same name committee meets together, except for the Personnel Committees. The Executive Committees may meet together or separately, depending on the nature of the business to be discussed.

All committees are composed of Board members and staff. Non-Board volunteers may participate on committees, with the exception of the Executive, Personnel, and Board Development Committees.

The Board Presidents and Executive Director are ex-officio members of each committee. The Committee Chairs are appointed by the Board Presidents for a 1-year term beginning on January 1st. Committee Chairs report committee progress at each Board meeting and convene committee meetings as needed.

Meeting Format

For the purpose of inclusivity, it is recommended that all committee meetings be held via Zoom unless there is a specific reason to meet in person - for example, the Property Committee sometimes meets to inspect certain aspects of the camp property. If a meeting is held in person, call-in and/or Zoom options should be available for those that cannot be there in person. For in-person meetings, Committee Chairs should check with camp staff to ensure there are no conflicts with using the meeting space.

Meetings via Zoom will allow Board members to participate in an efficient manner, especially those that may not reside near the Camp or are traveling out of the region. This will encourage greater participation in meetings.

Board Committee Procedures for

College Settlement and Summer Camps @ College Settlement Boards of Trustees

Board committee meetings are open to all Board members, with the exception of the Executive and Personnel committees.

Every effort should be made to limit the meeting time to one hour.

Annual Meeting Schedule and Meeting Invitations

Each December, the Board Presidents, with input from the Committee Chairs, will publish a meeting schedule for the entire next calendar year. Prior to the end of the calendar year, one of the Committee Chairs for each standing board committee should send meeting invitations to all committee members for the year ahead. Personnel Committee Chairs will send separate invitations because the committees do not meet together. The Committee Chairs should contact the Staff Liaison if assistance is required with sending meeting invitations.

The meeting invitations (except for Executive and Personnel) should include the following Zoom meeting link: [UNIVERSAL LINK](#)

The meeting invitations should also include the link to the Google Drive committee folder:

- Board Development: [Board Development Documents](#)
- Finance: [Finance Documents](#)
- Fund Development: [Fund Development Documents](#)
- Personnel (College Settlement): [CS Personnel Documents](#)
- Personnel (Summer Camps): [SC Personnel Documents](#)
- Program & Recruitment: [Program & Recruitment Documents](#)
- Property: [Property Documents](#)

The Committee Chairs of any committee may choose to meet in an Executive Session which includes only members of the Board of Trustees. In such a case, the Executive Director should be notified that the meeting is taking place.

Food for Meetings

The Committee Chairs should contact the Staff Liaison if food is required for a meeting.

Meeting Agendas and Meeting Minutes

Meeting agendas and other applicable materials should be uploaded to the Google Drive Committee folder about a week ahead of the meeting and members should be notified that the materials are posted.

Meeting minutes should be prepared within about a week after the meeting and uploaded to the Google Drive Committee folder.