

Responsibilities - Members & Board of Directors

Chairperson

- A Member of the Executive of the Board
- Calls and chairs meetings of the Board
- Corresponds with the Provincial and Federal governments, UCC, BC Conference, BCCA & any other entity as required

Vice-Chairperson

- A Member of the Executive of the Board
- Assumes full duties & responsibilities of the Chairperson in his/her absence

Secretary

- A Member of the Executive of the Board
- Is responsible for both the Society and the Board activities
- Issues notices of meetings
- Takes, maintains and distributes minutes of meetings
- Maintains a list of the Society's members and directors
- Conducts the correspondence of the Board, including information to UCC
- Files the annual report of the Society in accordance with the Act and UCC

Treasurer

- A Member of the Executive of the Board
- Receives and banks monies collected from all sources
- Keeps accounting records in respect of the Society's financial position
- Prepares the Society's financial statements
- Makes the Society's filings with respect to taxes

Director of Programming (Program Committee)

- Provide Board direction for activities on a year-round basis
- Develop programs for United Church users
- Select Camp Directors for United Church camps and assist them with securing leaders

Director of Property & Maintenance (Property Maintenance and Development Committee)

- Establish annual and long range plans for year-round facilities with recommendations for capital expenditures.
- Maintain the camp at BCCA and UCC standards.
- Oversee improvements.
- Plan and oversee the duties and responsibilities of the Camp Caretaker.

Director of Publicity (Publicity Committee)

- Publicize the programs and use of the property
- Maintain the Rock United Church Camp Society's website

Registrar (Booking and Registration Committee)

- Book non-UCC activities
- Act as Registrar for Camp and Campground rentals
- Receive registration fees and maintain bank accounts with the assistance of the treasurer

Accreditation Officer (Accreditation Committee)

- Maintain the Society's Operating Manual up to BCCA and UCC standards so that the camp

can be accredited by both parties.