

**ELIOT INSTITUTE  
BOARD REPRESENTATIVE**  
(Revised April 2017)

A board member may serve as the Board Representative to one or more camps during their three year term on the Board. It is suggested that Board Representatives be selected two years in advance and be tasked with helping find the Dean(s) for that camp.

In general, the Board Representative acts as host to the camp community. The essence of this job is to help all members of the community feel welcome, to be a calm presence at camp, to keep all members of the community well-informed, to facilitate communication, to help problem solve, to express appreciation and to support the Dean and other camp staff.

**GENERAL RESPONSIBILITIES**

Be available to advise, support, and consult with the Dean(s) and Registrar before and during camp to ensure we have a quality Eliot camp. As Board Representative you are asked not to take on any other staff position at the camp.

**SPECIFIC RESPONSIBILITIES (See Timeline)**

**BOARD REPRESENTATIVE  
TIMELINE**

**BEFORE CAMP**

- \_\_\_\_\_ Register for camp. Sign contract and Code of Ethics and return to Registrar.
- \_\_\_\_\_ Review the Dean's job description, Timeline, Staffing Guidelines, and Theme Speaker's Guidelines. See [www.eliotinstitute.org](http://www.eliotinstitute.org) -> Volunteers -> Camp Jobs
- \_\_\_\_\_ Read "Board Response to Special Problems" and "Addressing Disrespectful Behavior" documents and know your responsibilities for handling incidents that might occur at camp.  
See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> About Us —> Policies
- \_\_\_\_\_ Regularly check the website job description for a new Revised date.  
See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs

**BEFORE CAMP - WORKING WITH DEAN**

- \_\_\_\_\_ Contact the Dean(s) as soon as possible and maintain regular contact to check on progress and problems.
- \_\_\_\_\_ Inform Deans how to access information on the Eliot Institute website. They can also receive past evaluations, Dean and Staff reports by contacting the Executive Secretary.
- \_\_\_\_\_ Clarify the Dean's role in assuring that each summer and winter camp has a theme (optional) , music, worship and small groups.
- \_\_\_\_\_ Update the Dean regarding any new or changed Board policies that affect them.
- \_\_\_\_\_ Assist the Dean in obtaining staff, if requested.
- \_\_\_\_\_ Inform the Dean of the name of the Camp Chaplain. [You should receive this information from the Personnel Committee.]

- \_\_\_\_\_ Working with the Dean, plan the all-camp first-night orientation meeting. [See First Night Orientation page 6] Make sure the rules will be discussed, including DUWOP. Usually the Board Representative convenes this meeting and introduces Registrar and Dean.
- \_\_\_\_\_ Obtain Dean's progress report to share with the board at board meetings.
- \_\_\_\_\_ Discuss a gift for Speaker with Dean(s) and determine who will purchase it and who will present it.
- \_\_\_\_\_ After conferring with Seabeck's Executive Director, determine, with Dean(s), schedule when and where the Eliot/Seabeck Informational Meeting will be held. It is suggested it be held early in the week. Reserve the meeting room (Juniper is a good place), at the decided date and time. Pass this information on to Seabeck's Executive Director. Contact the Board President to find out what hot topics should be covered with campers at the Meeting.
- \_\_\_\_\_ Review, with the Dean, "Board Response to Special Problems" (BRSP); "Respectful Behavior Expectations" and "Addressing Disrespectful Behavior". Discuss, if the need arises, how issues will be handled.
- \_\_\_\_\_ Review the following policies with the Dean:
  - \_\_\_\_\_ *Eliot Institute strives to engage and learn from our differences, spiritually, politically and socially in an atmosphere of mutual respect. Roasts, teasing and personal attacks may damage mutual respect. Satire and humor at Eliot needs to be done in a respectful and loving manner: any public reference involving satire must emphasize content, not personality. We do not make fun of our invited guest speakers. The Talent Show Coordinator for each camp is responsible for communicating this to all players.*
  - \_\_\_\_\_ *The Dean has the leeway in deciding whether to have used book sales or not.*
  - \_\_\_\_\_ *Whereas public intoxication is undesirable at Eliot Conferences, if alcohol is served at social events, only beer and wine or equivalents (coolers, spritzers, ciders) will be served and supplied by Eliot camper(s).*
  - \_\_\_\_\_ *Whenever paramedics are called to attend to a camper, the Board Representative, Dean, First Aid Coordinator and Seabeck's Executive Director should be notified immediately.*
  - \_\_\_\_\_ *IF a problem occurs during camp, the response, which may include a community meeting, will be handled by the Board Representative.*
  - \_\_\_\_\_ *Parents are required to sign a permission form for any 17-year-old youth wishing to join the Young Adult Group.*
  - \_\_\_\_\_ *Eliot Institute honors copyrights on music, poetry, books, art and other published works. UUA guidelines on copyright can be found at <http://www.uua.org/worship/copyright>. In particular, we do not photocopy copyrighted materials for distribution. Also note that lyrics may be projected as long as Eliot Institute owns a legal copy of the lyrics and the lyrics being projected are adequately protected from duplication*

## **OTHER PRE-CAMP RESPONSIBILITIES**

- \_\_\_\_\_ If “Golden Hand and Heart Award” is to be presented at your camp, make arrangements to have the award at camp. You can present the award or have someone else do it. Contact the Registrar for the award and plaque; contact the Executive Secretary for information about the recipient.
  
- \_\_\_\_\_ Bring Board materials, including recent board decisions and minutes, to camp.
  
- \_\_\_\_\_ Check with Registrar to be sure large laminated copies of Vision Statement and Code of Conduct will be at camp.
  
- \_\_\_\_\_ Plan the Eliot/Seabeck Informational Meeting. If the Board President is going to be at camp, you can ask them if they would like to preside. If yes, then coordinate planning. [See Informational Meeting Agenda Ideas, page 6.]
  
- \_\_\_\_\_ Leadership Development Meeting: You are responsible for convening this meeting. Schedule meeting time and place with Dean and Volunteer Coordinator. When determined, invite the following people to attend the meeting: LDC members at camp, Deans (current and next year), Registrar, board members present at camp, and Volunteer Coordinator. Get list of Leadership Development Committee members who will be present at camp. For details: See Leadership Development Meeting section at end of timeline (page 7).
  
- \_\_\_\_\_ Contact the Leadership Development Committee Chair
  - \_\_\_\_\_ Ask for names of LDC members who will be at camp.
  - \_\_\_\_\_ Obtain a list of campers who will be at your camp and are not yet in the LDC database in some way. Review only this list as a way of not discussing those who have already been discussed. Send this list to your anticipated attendees before camp, but also have copies for use at the meeting.
  
- \_\_\_\_\_ Determine when you will present the candidates for the next year’s Board and when the vote will be taken. (Summer camps only)
  
- \_\_\_\_\_ Purchase a gift for the Dean(s) It is helpful to purchase gifts before camp, but not necessary. In the recent past, the amount spent has been about \$35 (total, for either an individual dean or co-deans). Examples of gifts given include: a copy of the speaker’s book(s), t-shirts, hot beverage mugs and tea, locally made coasters from the gift shop across the street from camp. Reimbursement for gifts comes from Eliot Institute funds.

## **ARRIVAL DAY**

- \_\_\_\_\_ Attend staff meeting. Be sure the staff is aware of all policies listed above, especially DUWOP.
  
- \_\_\_\_\_ Check to see a copy of “Respectful Behavior Expectations” has been posted by the Registrar.
  
- \_\_\_\_\_ Summer Seabeck camps: Meet with Seabeck staff person 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.

\_\_\_\_\_ Review with campers at first night orientation and youth orientation the following internet privacy and safety statement. *Eliot Institute is a place where campers can go beyond their normal lives and selves, letting loose in freeing -- and sometimes fun and silly -- ways. Some of us would not want our business colleagues and neighbors back home viewing our Eliot antics. One of the benefits of Eliot is its safe and accepting environment. Online photo and video posting can breach that safety, allowing outsiders to view our actions. This can lead to public embarrassment and a chilling effect on behavior at camp. Don't Upload Without Permission (DUWOP).*

\_\_\_\_\_ 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. Make sure DUWOP policy is reviewed.

### **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) the Eliot/Seabeck Informational Meeting. [See Eliot/Seabeck Informational Meeting below].

\_\_\_\_\_ Attend the MAGS Overnight planning meeting (which will be conducted by the MAGS Leader). The purpose of this meeting is for parents, chaperones, and youth to determine the parameters and expectations of the MAGS overnight.

\_\_\_\_\_ Attend the Youth Overnight planning meetings (which will be conducted by the Youth Advisor). The purpose of this meeting is for parents, chaperones, and youth to determine the parameters and expectations of the youth overnight.

\_\_\_\_\_ Be on the lookout and do research to bring in new leaders and give your suggestions to the Leadership Development Committee. Preside at meeting of LDC members, Deans, Registrar to discuss possible future leaders from your camp. If future Deans are being considered, you need to speak to a member of the LDC before contacting potential Dean candidates, to be sure everyone is in agreement with who has been asked to be Dean.

\_\_\_\_\_ Evaluations: Two days before the end of camp make sure adult and youth campers are reminded to respond to e-mail evaluation request. Also ask parents to help children submit their evaluation forms. It is suggested this be done via the camp newsletter and an announcement at lunch.

### **ELIOT/SEABECK INFORMATIONAL MEETING**

\_\_\_\_\_ Schedule, publicize (via newsletter and announcements), and preside over the Eliot/Seabeck Informational Meeting to be held early in the week (This event can also be called a "party", "festival", "get-together" or whatever fits the theme of the camp.)

This event is a time when everyone can come together to hear about what's going on with Eliot and Seabeck. It is also a time for campers to learn how they can volunteer to be a part of this wonderful organization. If possible "entice" people to attend: refreshments, entertainment, hot topic, slide show.

\_\_\_\_\_ As a courtesy, ask the Eliot Executive Secretary to take notes. If the Executive Secretary is not at camp, appoint someone to take notes and forward them to the Executive Secretary.

\_\_\_\_\_ Plan the agenda for a one-hour meeting maximum. See "Eliot/Seabeck Informational Meeting" (page 6) for agenda ideas.

### **CAMP INCIDENTS**

\_\_\_\_\_ If a problem occurs at a camp, the response, which may include a community meeting, will be handled by the Board Representative.

\_\_\_\_\_ Be prepared to gather other Board members attending camp if policy issues arise.

\_\_\_\_\_ If paramedics are called to attend to a camper, the Board Representative, Dean, First Aid Coordinator, and Seabeck's Executive Director must be notified immediately.

\_\_\_\_\_ Act as mediator between parties who are having difficulties which they cannot resolve. Be familiar with Board Response to Special Problems (BRSP) and Respectful Behavior Documents.

\_\_\_\_\_ If disciplinary action is required, work with Deans to implement "Board Response to Special Problems (BRSP).

### **END OF CAMP**

\_\_\_\_\_ Make sure the Dean(s) and Speaker(s) are recognized with a gift. (Traditionally, the Dean(s) present the gift to the Speaker.) Suggested time: Friday lunch (Summer Seabeck camps); last breakfast (Winter)

\_\_\_\_\_ Personally thank the Conference Center Director for their hospitality.

\_\_\_\_\_ Personally thank anyone who has made a special contribution to this camp.

\_\_\_\_\_ Collect items placed in Suggestion Box, put them in with the evaluations for the Secretary to add to evaluation report.

### **AFTER CAMP**

\_\_\_\_\_ Write thank you letters to the Dean, Speaker and Registrar

\_\_\_\_\_ Write and email to the Executive Secretary a report/evaluation, including observations made during camp of potential future Deans, speakers, workshop leaders, youth leaders, etc. This report shall not contain negative comments that disparage individual staff members or volunteers by name, but by title only. Such comments, when given, shall be marked confidential, with hard copies only forwarded to Board members. Reports approved by the Board can be distributed to interested others at the Board's discretion.

## **FIRST NIGHT ORIENTATION** **(Suggested agenda)**

Board Rep convenes the orientation

- Welcome campers
- Introduce yourself and explain the purpose and function of the Board Representative, i.e. the BR is the link between Eliot community and the Board.
- Introduce and read the Eliot Mission Statement: *“Eliot Institute creates and supports an inclusive community of celebration, friendship, exploration, relaxation and joy for Unitarian Universalists, their families and friends.”*
- Introduce the Registrar and invite them to speak briefly
- Introduce the Dean(s), who will preside over the rest of the meeting.

Dean(s) responsibility

- Review pertinent rules and regulations
- Introduce camp staff
- Introduce Theme Speaker(s). [If the Speaker is to have a role in this meeting please be sure to have set a time limit.]
- NOTE: It is the Dean(s)' responsibility to see this meeting is advertised in the first camp newsletter.

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## **ELIOT/SEABECK INFORMATIONAL MEETING**

(some agenda ideas)

- Usually the Board Representative presides over the meeting, unless the Board President is at camp and chooses to do so. Be sure someone is taking notes.
- In consultation with Seabeck Executive Director, determine who will present first. Be sure to introduce them when it is their turn.
- Introductions:  
Self  
Board Members Present (Make special note of those completing service on the board)  
Board Staff Members Present
- Possible Reports:  
Administrator  
Treasurer
- Remind campers the role of Administrator and Board Representative
- Introduce and post the large laminated copy of the Eliot Mission/Vision Statement
- Election: Present Nominating Committee's slate of new Board members and new Nominating Committee member and, if necessary, other candidates that have been nominated by the community at large according to rules provided in the Eliot By-Laws. Explain voting procedure and answer questions. The vote by acclamation usually happens at lunch time. (NOTE: If there is more than one candidate then a paper ballot will need to be provided and collected]

- Explain purpose of evaluation forms (NOTE: These forms are provided and collected by the Registrar and then compiled by Executive Secretary).
- Solicit Future Deans, Camp Staff, Board Members, and Committee members
- Recent actions of board that may be of interest to campers
- Reports on Future Camps  
Speakers and topic  
Deans
- Leave time for “Hot Topic” determined by board.
- Possible enticements: Prize drawing; hot topic; refreshments; slide show; entertainment.

### **LEADERSHIP DEVELOPMENT MEETING** **Suggested agenda**

(Lead or appoint a facilitator beforehand. Keep the meeting moving so you can finish in under an hour. )

- Call to order. Review this agenda. Identify who will take notes to pass back to the LDC.
- Brief Introductions with titles/camp background/bona-fides as relate to your role in this meeting.
- Describe the LDC and its process over the last few years, at least for incoming dean(s). This could be handled in an email or in-person conversation before the meeting.
- Reminder of confidentiality. Also suggest that the group refrain from sugar coating negatives. Take it as read that we respect every camper but need to identify great leaders in a short amount of time.
- Go through the list, in order. For each person, briefly discuss whether they would be able to contribute and in what position (camp staff, deans, board members). Make note of it and move to the next person.
- If dean positions need to be filled, discuss who might be willing and able to serve. Consult with LDC rep before approaching campers.