

**ELIOT INSTITUTE**  
**CANADIAN-AMERICAN (Can-Am) COMMITTEE**  
(Revised March, 2018 )

**GENERAL RESPONSIBILITIES**

- Supervise the continuing development of Eliot at a British Columbia site.

**ELIGIBILITY & TERM**

- Non-Board Members:
  - ◆ All members of the Eliot community.
  - ◆ Two-year term, with renewal encouraged.
- Board Members by appointment, yearly at the Annual Meeting.

**STRUCTURE**

- At least one Board Member.
- At least three other Eliot campers.
- Chair: A Canadian, or co-chairs consisting of one Canadian and one American.

**SPECIFIC RESPONSIBILITIES**

- Review financial and operational issues pertaining to a British Columbia camp.
- Provide any other input the Board requests regarding cross-border or specifically Canadian issues.
- Other responsibilities: See Timeline

**CANADIAN-AMERICAN (Can-Am) COMMITTEE**  
**TIMELINE**

**JANUARY**

- Contact current committee members and others who may be interested in service.
- Confirm Board member(s) at January Board retreat.

**FEBRUARY**

- Update and distribute committee roster to committee members.
- Send roster to Executive Secretary for distribution to the Board.
- Review and set committee goals as needed and as directed by the Eliot Board.

**SPRING & FALL NEWSLETTERS**

- Write an article for the Spring and Fall Newsletters if there's any important information to pass along to the the Eliot community.

**THROUGHOUT THE YEAR**

- Prepare committee report for each Board meeting — Fall, January Annual Meeting, and Spring.
  - ◆ Send to Executive Secretary for filing and Administrator for posting on Google Drive.
  - ◆ If your committee has no report for a meeting, inform the Executive Secretary and Administrator so they can track outstanding reports accurately.
- Recruit dedicated volunteers to join the committee, as needed. Advise the Executive Secretary of any changes in committee membership.
- Maintain committee records.