

**ELIOT INSTITUTE**  
**CHILDREN'S PROGRAM COMMITTEE**  
(Revised March 2018)

**GENERAL RESPONSIBILITIES**

- Monitor effectiveness of children's and infants' program and policy, identifying improvements or enhancement as needed.
- Provide guidance to Board, Camp Deans and Children's Program Directors on all related issues.
- Craft policy drafts under Board's direction.
- Responsibility includes babies through MAGs (birth through 13 or 8th Grade.)

**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**

- Parents, Staff, and Teachers.
- At least one Board Member.
- Chair: Any member of the committee.

**SPECIFIC RESPONSIBILITIES** [See Timeline]

**CHILDREN'S PROGRAM 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.

**FEBRUARY** (for Winter Eliot) & **SEPTEMBER** (for Summer Eliots)

- Review relevant parts of campers' evaluations, staff reports, and Deans' reports to identify any issues needing committee or Board action.
- Prepare reports of suggested improvements to pass on to the Board, to future Deans, and to future Children's Program Directors.

**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.