

ELIOT INSTITUTE BOARD REPRESENTATIVE

(Revised June 2023)

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 as far in advance as possible.

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 Deans and other camp staff.

GENERAL RESPONSIBILITIES

Be available to advise, support, and consult with the Deans 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 the Registrar.
- Review the Eliot Covenant, Dean's job description, Timeline, Staffing Guidelines, and Theme Speaker's Guidelines. See www.eliotinstitute.org – > Volunteers – > Camp Jobs
- Read “Restoring Right Relationship” documents and know your responsibilities for handling incidents that might occur at camp. See www.eliotinstitute.org —> About Us —> Policies
- Regularly check the website for a Revised Job Description (see date). See www.eliotinstitute.org —> Volunteers —> Camp Jobs

BEFORE CAMP - WORKING WITH DEANS

- Contact the Deans 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 Deans' role in ensuring that each summer and winter camp has a theme (optional), music, worship and small groups.
- Update the Deans regarding any new or changed Board policies that affect them. Assist the Deans in obtaining staff, if requested.
- Inform the Deans of the name of the Camp Chaplain. [You should receive this information from the Chaplain Committee.]
- Working with the Deans, plan the all-camp first-night orientation. See First Night Orientation section below. Make sure the rules will be discussed. Usually the Board Representative convenes this meeting and introduces the Registrar and Deans.
- Check in with Deans prior to board meetings in order to share their progress
- Discuss a gift for the Speaker with Deans and determine who will purchase it and who will present it.
- After conferring with Seabeck's Executive Director, determine, with Deans, the schedule for the Eliot/Seabeck Informational Meeting. It is suggested it be held early in the week. Reserve the meeting room (Juniper or lower Pines are often used), at the decided date and time. Pass this information on to the Executive Director. Contact the Board President to find out any specific issues to be covered with campers at the Meeting.
- Review with the Deans "Restoring Right Relationships." Discuss, if the need arises, how issues will be handled.

Review the following policies with the Deans:

1. 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 need 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 or presenters. The Talent Show Coordinator for each camp is responsible for communicating this to all players.
2. The Deans have the leeway in deciding whether to have used book sales or not.
3. 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 campers.
4. Whenever paramedics are called to attend to a camper, the Board Representative, Deans, First Aid Coordinator, and Seabeck's Executive Director should be notified immediately.
5. If a problem occurs during camp, the Restoring Right Relationships guidelines are to be followed. Find the RRR policy on the Eliot website:

www.eliotinstitute.org —> About Us —> Policies

6. Parents are required to sign a permission form for any 17-year-old wishing to join the Young Adult Group.

7. Eliot Institute honors copyrights on music, poetry, books, art, and other published and recorded content. 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/books may be projected as long as Eliot Institute owns a legal copy of the lyrics/books and the content being projected is 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.
- Ensure access to Board materials, including recent board decisions and minutes, during camp (these are available electronically for easy reference).
- Check with the Registrar to be sure large laminated copies of Eliot Covenant, Mission 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 below.]
- Leadership Development Meeting: You are responsible for convening this meeting. Schedule meeting time and place with Deans and Volunteer Coordinator. When determined, invite the following people to attend the meeting: LDC members at camp, Deans (current and next year), Registrar, and board members present at camp. Get a list of Leadership Development Committee members who will be present at camp from the Registrar. Contact the LDC chair to obtain a list of campers who will be at your camp and are not yet in the LDC database. 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. For details see Leadership Development Meeting section at end of timeline below.
- Purchase a gift for the Deans. It is helpful to purchase gifts before camp, but not necessary. Check the budget for the camp for gift price, to be reimbursed from Eliot Institute. 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.

ARRIVAL DAY

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

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.
- Convene the First Night Orientation, including conducting the Territorial/Land Acknowledgement at the very beginning of the meeting. See guidelines below.
- Publicize (newsletter and announcement) the Eliot/Seabeck Informational Meeting. 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, topics, slide show. Plan the agenda for a one-hour meeting maximum. See “Eliot/Seabeck Informational Meeting” below for agenda ideas.
- Attend the MAGS Late Night 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 Late Night.
- 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 for new leaders and bring your suggestions to the Leadership Development Meeting (see below for guidelines).
- Evaluations: Two days before the end of camp make sure adult and youth campers are reminded to respond to the email 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.
- Meet with Youth for Q & A / Listening Session
- Host ELIOT/SEABECK INFORMATIONAL MEETING

CAMP INCIDENTS

- If a conflict occurs at a camp, follow the Restoring Right Relationship protocol.
- If paramedics are called to attend to a camper, the Board Representative, Deans, First Aid Coordinator, and Seabeck's Executive Director must be notified immediately.

END OF CAMP

- Make sure the Deans and Speaker(s) are recognized with a gift. (Traditionally, the Deans present the gift to the Speaker.) Suggested time for the Deans' gift: final lunch. Suggested time for the Speaker gift: at the close of the final theme session.
- Personally thank the Seabeck Executive Director for their hospitality. Personally thank anyone who has made a special contribution to this camp

AFTER CAMP

- Write thank you letters to the Deans, Speaker and Registrar.
- Encourage the Deans to gather staff reports within 2 weeks of camp, then add their own report and send it to you within 4 weeks of camp. Annotate that report throughout with Board Rep comments--any additional comments or suggested action items for Board attention. If there are any confidential items to report, write and email to the Executive Secretary a separate report. This report shall not contain negative comments that mention 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 others interested at the Board's discretion.
- Pass along any special thank yous or kudos contained in camper evaluation results to the named staff or campers

FIRST NIGHT ORIENTATION

Suggested Agenda

Board Rep convenes the orientation

- Welcome campers

- Perform Native Lands Acknowledgement. (See attached Territorial/Land Acknowledgement Guidelines)
- 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 intentional, inclusive community of celebration, friendship, and joy with opportunities for exploration, spirituality, and growth for Unitarian Universalists, their families and friends.”
- Introduce the concept of Eliot as an intentional community and read the short version of the Eliot Covenant.
- Introduce Restoring Right Relationships policy briefly as a policy we use to guide us in conflict resolution
www.eliotinstitute.org —> About Us —> Policies
- Introduce the Registrar and invite them to speak briefly.
- Introduce the Deans, who will preside over the rest of the meeting.

Deans responsibility:

- Review pertinent rules and regulations.
- Introduce the camp staff.
- Introduce Theme Speaker(s). Let camp know if the theme speaker has requested a way that they would like to be treated/lifted up by campers throughout the week. [If the Speaker is to have a role in this meeting, please be sure to have set a time limit.]
- NOTE: It is the Deans’ responsibility to see this meeting is advertised in the first camp newsletter.

ELIOT/SEABECK INFORMATIONAL MEETING

Suggested Agenda

- Suggestion that all Board Reps from all camps could share in the common planning, especially the powerpoint slides (Board Rep folder on Eliot website)
- 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.
- 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 Registrar and Board Representative
- Introduce and point out the large laminated copies of the Eliot Covenant and 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.
- Encourage campers to complete the electronic camp evaluations they will receive by email.
- 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
 - o Speakers and topic
 - o Deans
- Leave time for specific issues as determined by the board president.
- Possible enticements: Prize drawing; specific issues; refreshments; slide show; entertainment

LEADERSHIP DEVELOPMENT MEETING

Suggested Agenda

- Contact LDC chair before camp for updated data, questions and background
- 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 deans. 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.

TERRITORIAL/LAND ACKNOWLEDGEMENT

Guidelines

WHAT is a territorial or land acknowledgement?

- It is a statement to acknowledge whose traditional territory you are meeting on, using the name of the specific people(s) and what is appropriate for your context (including if it is unceded and if it is covered by any treaties then name them, perhaps also something about the territory, like the traditional villages, landmarks, etc.).
- A territorial or land acknowledgement is an act of reconciliation that involves making a statement recognizing the traditional territory of the Indigenous people who called the land home before the arrival of settlers, and in many cases still do call it home.¹
- A territorial acknowledgment is just that—an acknowledgment that before whatever is currently on the land, it was previously occupied by Indigenous ancestors.²

WHY is this acknowledgment important?

A territory acknowledgement is a way that people insert an awareness of Indigenous presence and land rights in everyday life. It is a way to increase awareness. Doing this at Eliot gatherings is a step towards increasing awareness of the racist history in the US and Canada and acknowledging our privilege.

HOW to give a territorial acknowledgement

- 1. Acknowledgement should be given by the first person to welcome/speak and should be the very first agenda item—at Eliot camps, this is usually the Board Rep.** When taking the time to do a territorial acknowledgement what matters as much as what is said, is how it is said. Take time to weave together something from the following suggestions of how to frame and what to say.

Firstly, you'll want to ground people to where they're at.

- "It should come immediately to give grounding to everyone in that space... You need to let people know where they're seated, where they're learning, and where they're breathing—setting the stage to say, 'This is the space in which we sit, let's acknowledge that.'"

Secondly, please weave the following information into your acknowledgement: • "The Suquamish (soo-kwah-mish) people seasonally camped, hunted, fished, and collected shellfish and plant foods in the Seabeck area and throughout the north end of Hood Canal. Members of the United States Exploring Expedition in 1841

identified a Suquamish trail that went overland from Dyes Inlet east and north to the mouth of Big Beef Creek on Hood Canal, approximately two miles north of Seabeck. Today, the Anderson Hill Road follows the trail route. Tribal members indicated they hauled canoes over the trail between Hood Canal and Dyes Inlet.”³

2. Possible Options

¹ What is the Significance of Acknowledging the Indigenous Land We Stand On? Ramna Shahzad, CBC News, 7/15 2017 <https://bit.ly/2FAeRgw>

² How to Do a Territorial Acknowledgment, Jordan Mae Cook, Folio, 1/28/2019 <https://bit.ly/2YINIFu>

³ Dennis E. Lewarch, Tribal Historic Preservation Officer, Fisheries Department, Suquamish Tribe
Here are some possible options for you to consider as you weave together a territorial acknowledgement that reflects the sentiments you carry in your heart:

- We begin by acknowledging the traditional territories upon which we gather across this country. For many thousands of years, the Indigenous peoples have sought to walk gently on this land. They offered assistance to the first European travelers to this territory and shared their knowledge for survival in what was at times a harsh climate. We seek a new relationship with the original people of this land, one based in honor and deep respect.
- We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Suquamish (soo-kwah-mish) People.
- “We acknowledge that this land is the traditional territory of the Suquamish (soo kwah-mish) Peoples. Their presence is imbued in these mountains, valleys, waterways, and shorelines. May we nurture our relationship with our Coast Salish neighbors, and our shared responsibilities to this place of their homelands where we mutually abide.”⁴

3. Other Guidelines

Mean it. Acknowledging the land you’re on should be more than just checking a box – more than just having to do it. It has to be said with meaning and sincerity. “People should know what the words they’re saying refer to and mean the words they say. People will feel that energy in the room if you’re doing it ‘just because’ and there’s no heart in it...Say what it is that you’ve learned and do your best to bring meaning to it.”⁵

Resources

What is the Significance of Acknowledging the Indigenous Land We Stand On? Ramna Shahzad, CBC News, 7/15 2017 <https://bit.ly/2FAeRgw>

How to Do a Territorial Acknowledgment, Jordan Mae Cook, Folio, 1/28/2019
<https://bit.ly/2YINIFu>

Dennis E. Lewarch, *Tribal Historic Preservation Officer, Fisheries Department, Suquamish Tribe* **Partnering with Original Nations and Peoples: Protect Cultures & the Earth”**
UUA: “How To” Handout for June 2015 GA Workshop (Beth Brownfield)
<https://bit.ly/2YrdPes>

Are You Planning to Do a Land Acknowledgement?

Unitarian Universalist College of Social Justice First Nations Toolkit

<https://bit.ly/2YoK2CV> Debbie Reese for American Indians in Children's Literature, 3/9/2019 <https://bit.ly/2Hlet20>

Beyond Territorial Acknowledgements 9/23/2016 <https://bit.ly/2X0oDzo>

⁴ 4 Partnering with Original Nations and Peoples: Protect Cultures & the Earth" UUA: "How To" Handout for June 2015 GA Workshop (Beth Brownfield) <https://bit.ly/2YrdPes>

⁵ How to Do a Territorial Acknowledgment, Jordan Mae Cook, Folio, 1/28/2019 <https://bit.ly/2YINIFu>