

Eliot Institute
CHILDREN'S PROGRAM COMMITTEE CHARTER
(October 2022)

MISSION/PURPOSE

- Enable Eliot to provide the best possible children's experience at camp

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.
- Recommend policies for Board consideration.
- Responsibility includes babies through MAGs * (birth through 13 or 8th Grade).

*Middle Age Group aged 11—13 years.

ELIGIBILITY & TERM

- Non-Board Members:
 - All members of the Eliot community
 - Two-year term, with the possibility of renewal
- Board Members by appointment, yearly at the Annual Meeting
- Chair: Selected for a three-year term, with a possible rotation as chair in the future after at least one other person has served as chair for three years

STRUCTURE

- Eliot Campers
- At least one Board Member
- Chair: Any member of the committee
- The make-up of the committee should be diverse as is reasonably possible (e.g. age, camp representation, country, gender identity, sexual orientation, ethnicity, race, disability, camp experience, etc.)

SPECIFIC RESPONSIBILITIES

- Annual review of Eliot Strategic Plan to see how committee work can support the plan, as relevant & revise the charter as necessary
- See Timeline on page 2 for specific responsibilities

MEETING/COMMUNICATION 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; the Board will pass to future Deans and 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 Eliot community.

THROUGHOUT THE YEAR

- Prepare committee reports for each Board meeting — Fall, January Annual Meeting, and Spring.
 - Send to the Executive Secretary for filing and posting on Google Drive a minimum of two weeks before the meeting.
 - If the committee has no report for a meeting, inform the Executive Secretary and Registrar 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.