



Greetings!

Thank you for your interest in Camp Fire! The receipt of these materials means that you have been approached and are seriously considering joining the Camp Fire Georgia Board of Directors. Your participation will assist Camp Fire Georgia to plan strategically and programmatically towards two goals:

- 1) *How to deepen impact where we already are; and*
- 2) *Identify opportunities to broaden our visibility and service throughout the state of Georgia.*

A strong Board of Trustees is necessary to maintain a credible & sustainable business model for Camp Fire Georgia. Thank you again for inviting these materials for your review and consideration. I look forward to hearing from you!

Sincerely,

Elaine Brinkley

Chief Executive Officer
Camp Fire Georgia
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706.886.2457
www.campfirega.org

92 Camp Toccoa Drive, Toccoa, GA 30577



**Camp Fire Georgia
Board of Trustees Application**

Name: _____

Address:

Primary Phone: _____ Cell Phone: _____

Email Address: _____ Employer: _____

Occupation: _____

Please Check All that Apply:

- I attended Camp Toccoa for ___ years. Decade(s): _____
- I worked at Camp Toccoa for ___ years. Decade(s): _____
- I participated in the Camp Fire Club program for ___ years. Decade(s): _____

I have skills and experience in the following needed areas (please check all that apply):

- Camping and youth recreation programs
- Fundraising
- Marketing
- Volunteer management
- Program evaluation
- Legal
- Financial (Bookkeeping, taxes, etc.)

I understand that board members average a give/get contribution of \$500 and that I will be expected to make a personally significant financial contribution each year.

In addition to this form, please include a narrative (up to one page), describing your interest in Camp Fire and why you wish to serve on the board.

Please return this form via email to ebrinkley@campfirega.org
or via fax to 706-886-5123.



CAMP FIRE GEORGIA POSITION DESCRIPTION

Job Title: Member, Board of Directors **Reports to:** Board Chair

Job Scope: Together with other members of the Board, this two year-term position is legally and morally responsible for all activities of the council. The Board is responsible for developing council policy, approving and supporting the annual budget and setting and evaluating the goals and programs of the organization.

Key Responsibilities:

Policy Administration:

Establishes and/or continues the legal and corporate existence of the council. Ensures that council meets legal requirements for the conduct of the council business and affairs. Adopts policies that determine the purposes, governing principles, functions and activities of the council. Assumes ultimate responsibility for internal policies and controls that govern the council.

Financial:

Ensures the financial well being of the council through personal financial contributions and other fundraising activities, in order for council to meet its programmatic objectives. All board members are required to make a meaningful financial contribution each fiscal year. A part of this must be through a personal contribution, and the remainder can be raised from other sources, through the council's special events, or in-kind contributions that can be valued and documented according to IRS standards, and meet the council's annual operating needs. Approves and monitors the corporate finances of the council. Authorizes and approves the annual audit. Responsible for all expenditures.

Personnel:

Selects, employs and evaluates the CEO. Approves policies that govern the administration of personnel. Assists Governance Committee in the recruitment, selection and development of board members.

Evaluation:

Regularly evaluates and reviews the council's operations and maintains standards of performance. Monitors the activities of the council, including: reviewing reports of appropriate committees; confirming, modifying, or rejecting proposals; counseling and providing good judgment on plans of committees; and considering, debating and deciding on issues brought before the board.

Community Relations:

Gives sponsorship and prestige to the council and inspires confidence in its services. Understands and interprets the work of the council with the community. Relates the services of the council to the work of other agencies and focuses on social reform and progress in the community as a whole. Serves as an unofficial spokesperson and champion for the council's programs and services.

Performance Expectations:

- Attend a board orientation.
- Attend no fewer than 6 of the 7 regular board meetings each year.
- Attend the annual board retreat (typically a full Saturday in January).
- Attend the July meeting at Camp Fire Camp Toccoa (TBD).
- Make the required personal financial contribution or pledge by March 31 of each year.
- Participate in the annual campaign by soliciting funds for Camp Fire Georgia.
- Actively support the council's fund raising policy.
- Actively serve on at least one committee.
- Send letter of resignation if you cannot fulfill the responsibilities as a director.

Signed: _____ Date: _____

Printed Name:



About Camp Fire

Our Promise

Young people want to shape the world.
Camp Fire provides the opportunity
to find their spark,
lift their voice, and
discover who they are.
In Camp Fire it begins, *now*.
Light the fire within.

What Makes Camp Fire Different?

Camp Fire helps youth dig deep inside and discover their "sparks," their personally defined nuggets of potential.

Helping a young person become who they want to be takes time and encouragement. It takes paying attention to what sparks a passion. At Camp Fire, that's what we do. We listen, we encourage, and we provide the opportunity to uncover each young person's unique interests. We help youth become the exceptional people they are destined to be, buoyant with potential to do anything they dream of doing.

- Camp Fire is led by professional, caring adults using proven methods. Leaders are highly trained role models, who encourage young people to be all they can be.
- Camp Fire is open to everyone. We embrace the uniqueness of every youth, teen, and family we serve.
- Camp Fire is participant-centered—identifying passions and sparks. Youth are actively engaged and are given a voice, which helps build self-esteem and self-reliance.
- Camp Fire helps develop abilities *now*. We provide a strong foundation for kids so that they prepare for the present and the future.

Program Overview

Camp Fire's core purpose is to help youth prepare for life, now. Our approach is not one-size-fits-all. Every kid is unique, every family is unique. Camp Fire understands and meets them where they are. We help them each find their path, their passion, their sparks.

Camp Fire offers programs in three broad areas:

1. Environmental and Camp Programs
2. Out-of-School-Time Programs
3. Teen Service and Leadership Programs



Camp Fire Georgia Trustee Agreement

As a member of the Camp Fire Georgia Board of Trustees, I hereby agree that I will, as part of my volunteer service role:

- Serve as trusted advisor and ambassador to the community, connecting Camp Fire Georgia to a greater constituency and opening doors of influence and prestige.
- Provide timely advice and counsel so as to best relate the council and its programs to the needs of the community, its youth and its families.
- Offer supplemental mentoring and coaching as appropriate to council staff to enhance and inspire the management and leadership from within the council.
- Identify and leverage opportunities for meaningful short- or long-term partnerships or collaboration opportunities, including the identification of potential additional resources (human, financial or technical) to assist the creation and success of meaningful, mission-driven partnerships or collaborations.
- Attend the scheduled meetings and calls or notify the Chair of my absence;
- Make a financial gift of at least in support of the work of Camp Fire Georgia;
- From time to time participate in Camp Fire Georgia programs and activities as available; and
- Endeavor to bring new relationships to the organization throughout the course of each year of my board service.

If, at any time, I feel I am unable to fully comply with this Agreement, I will respectfully and immediately resign my position on the Board of Trustees. Likewise, if at any time the Board Chair has due reason (as evidenced by lack of compliance with the above points) to believe that I cannot fully carry out this Agreement, I will respectfully accept a request that I demonstrate a full-faith effort to comply with the above or submit my resignation.

By my signature below I both agree to the above and also grant my permission Camp Fire Georgia to include my name in public rosters, notifications or other marketing materials (printed or electronic) as a member of the Board of Trustees.

Signed: _____ Date: _____

Corporate or Civic Affiliation: _____

Term Beginning: _____ for a two year period



Confidentiality & Non-Disclosure Statement

I understand that in conducting volunteer activities through Camp Fire Georgia's Board of Trustees, I may be given access to limited confidential and sensitive information regarding business practices and other intellectual property as well as information about businesses and persons who have made charitable donations to Camp Fire USA Georgia.

I understand and appreciate the importance of maintaining the confidentiality of this information, and I accept the responsibility to do so in order to protect the rights and privacy of Camp Fire Georgia and the donors, as well as Camp Fire Georgia's relationship with their contributors.

I understand and will abide by the fact that confidential information is the intellectual property of Camp Fire Georgia and in signing below agree to use the information I am provided for the sole benefit of Camp Fire Georgia and its constituents, during and beyond my tenure as a volunteer member of the Board of Trustees.

Signature _____ Date _____

Name printed: _____



Annual Conflict of Interest Agreement

Camp Fire Georgia, its staff and trustees place the mission and integrity of the organization above their own interests in the course of their efforts on behalf of Camp Fire. Staff and Trustees will not place their personal or professional interests in conflict with the interests of Camp Fire Georgia. Specifically;

I _____, agree that I;

- Will not benefit personally or financially from any dealing with Camp Fire Georgia;
- Will avoid any impropriety or appearance of impropriety in the performance of their duties on behalf of Camp Fire Georgia;
- As a trustee, will immediately notify the board chair of any potential conflict and, if staff, will immediately notify the chief executive officer or chief financial officer of any potential conflict;
- Will not request or accept personal payments, favors or gifts of substantial value from current or potential vendors;
- Will not participate in activities that are competitive with the interests of Camp Fire Georgia;
- Will declare any personal, business or professional involvements or conflicts of interest with the interests of Camp Fire USA and recuse themselves from all votes and/or affected activities after such disclosure; and
- Will abide by this Code of Ethics.

Signature _____ Date _____

Name printed: _____