

# Community of Christ Onset Campgrounds

POLICY: Committee Governance

POLICY CATEGORY: Board Operations - General

DATE EFFECTIVE: 5/18/2024 by vote of the Onset Board of Trustees

APPROVED: MISSY QUAY 05/20/2024  
Missy Quay / Mission Center President

Jay Cook 5/20/2024  
Jay Cook / Onset Board of Trustees Chair

*This policy supersedes the 1/21/2023 Committee Governance Policy.*

## PURPOSE:

To ensure that, pursuant to the Board's by-laws, standing and ad hoc committees established by the Onset Board of Trustees (OBOT) operate effectively, under the direction of the Board, in a manner that is transparent, inclusive, and in alignment with the purpose of the Campgrounds and the enduring principles of the Community of Christ.

## **DEFINITIONS:**

### **Committees are described as follows:**

The governing by-laws of the OBOT provide for the Board to establish standing and ad hoc committees as needed. Due to the scope of the Board's responsibilities, encompassing both executive/leadership functions and management/day-to-day operations, committees established by the OBOT may be deliberative in nature or may function more as a team, task force, or work group to accomplish specific, defined tasks.

### **Committee Chairs are described as follows:**

To successfully manage the campgrounds, the board selects individual board members to manage specific areas of responsibility. Each board member is empowered to recruit volunteers to assist in the work within their individual areas of responsibility. As such, the board member serves as a Committee Chair. The scope of each Committee Chair's executive authority and/or budget authority is outlined in the corresponding committee description.

### **Standing Committees are described as follows:**

A group of volunteers, reconstituted annually, who help with the work of the Onset Board of Trustees by providing advice and assistance under the direction of a board member in defined areas of long-term, on-going need, such as communications and marketing, operations, rentals, programs, governance, long-term planning, etc.

### **Ad Hoc Committees are described as follows:**

A group of volunteers who help with the work of the Onset Board of Trustees by providing advice and assistance under the direction of a board member regarding an identified issue with a narrow focus and a specific time frame for completion. Ad hoc committees may be authorized to complete specific projects or may be established to prepare recommendations on an issue for consideration and action by the full Board. Members of ad hoc committees serve until the committee's work is accomplished as determined by the Board.

### **PROCEDURE:**

- 1) Establishment of Committees.
  - a) The Board of Trustees will, as needed, form standing and ad hoc committees.
  - b) The Board of Trustees will provide a written description for each committee it creates. Each description will include, at minimum, a committee purpose, committee responsibilities, and any executive or spending authority granted to the committee. For ad hoc committees, a timeline for their work will also be specified.
  - c) Generally, committees make recommendations to the Board and complete specific assignments at the behest of the Board. Any exceptions to this are included in the committee description and/or specific policies that authorize committee chairs to act within a specific scope of duty. Committees will strive to reach consensus but if that is not possible, recommendations presented to the Board will include both minority and majority ideas and rationales so that the Board can make as fully informed a decision as possible.
  - d) As deemed prudent, committee chairs may assign tasks to individuals or appoint sub-committees that are responsible to and report to the committee.
- 2) Committee Chair & Secretary.
  - a) An elected Trustee will serve as Chair of each committee. Committee Chairs are responsible for leading and coordinating committee activities. Said chairs are to be determined at the first Board Meeting following election of trustees or as needed. The Trustee may yield the chair, or delegate specific tasks and duties, to another committee member at any time for any length of time but remains responsible for ensuring the work delegated to the committee is completed.
  - b) In small committees, the Chair usually acts as secretary, but in large ones, or at the request of the Chair, a secretary may be chosen to keep a brief memorandum in the nature of minutes for use of the committee.<sup>1</sup>
  - c) The committee's tasks, and the success of the committee are the responsibility of the board elected Chair.
- 3) Committee Members.
  - a) Each year, each Committee Chair recruits volunteers, who are then sustained by the Board. Committee chairs may recruit specific individuals they know to have relevant interests and skills, may do a general 'call for volunteers' within the Onset Conference, may ask other Trustees for recommendations for committee members, may develop a questionnaire / survey to determine fit for committee membership, and/or employ other

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<sup>1</sup> Per Roberts Rules of Order

- strategies to create an effective committee, representing a diversity of perspectives. Former committee members may also be asked to continue.
- b) Members may include other elected or ex officio trustees, members of the Onset Conference, members of the New England Mission Center, members of Community of Christ, and/or individuals with expertise and interest in the committee's purview.
  - c) In general, to attract a diversity of views, no individual shall serve on more than two committees unless committee chairs provide the Board compelling reasons for an exception and the Board approves the exception with a majority vote.
- 4) Compliance.
- a) Committee members serve at the direction of the Committee Chair, and ultimately the Board and are expected to become familiar with the Committee Description and any OBOT policies related to the committee's work (provided by the Committee Chair), to actively participate in committee meetings, contribute to discussions, and complete assigned tasks.
  - b) All committee members must agree to act in the best interest of the campgrounds, not in their self-interest, including maintaining confidentiality when necessary, and must disclose any potential conflicts of interest.
- 5) Committee Meetings and Interactions.
- a) In general, a committee is responsible for completing the tasks assigned to and by the committee chair. Committee members interact as needed to accomplish the work. Meetings are called by the Chair as needed and can be in person or electronically facilitated, with a minimum of one meeting per year expected. Adequate notice of all committee meetings shall be provided to committee members.
  - b) Depending on the nature of the committee's responsibilities, committee meetings may be open to the community to facilitate awareness of the committee's actions as determined by the committee chair or the Board.
- 6) Reporting and Action.
- a) Each committee chair will provide a written report of their committee's recommendations, decisions, actions, and intentions at each regular meeting of the Onset Board of Trustees. and, when applicable, will bring recommendations to the Board for vote.
- 7) Committee Dissolution
- a) Committees may be dissolved by the Board of Trustees upon completion of their objectives or if they are no longer deemed necessary.

Date Created: 5/18/2024

Dates Reviewed:

Dates Revised:

Date Deleted/Superseded: