



# BRITISH COLUMBIA CAMPS ASSOCIATION

## Policies & Procedures

PROMOTING SAFE AND QUALITY CAMPS IN BC

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 BRITISH COLUMBIA  
CAMPS ASSOCIATION

 @BCCAMPS

# **BC Camps Association Policies & Procedures Manual**

## **PREFACE**

The British Columbia Camps Association (BCCA) has been serving camps, campers and families since 1993. It is composed of over 50 member camps that have achieved accreditation or are aspiring accreditation. As a non-profit society it seeks to serve its members by promoting the benefits of attending an accredited summer camp, supporting camps as they maintain a standard of excellence, and liaising and sharing information between organizations in the summer camp industry.

The following set of policies and procedures apply to all operations of the British Columbia Camps Association, including functions of their Board of Directors, staff, and volunteers.

## **TABLE OF CONTENTS**

1. Mission & Vision
2. Board Eligibility
3. Board Composition
4. Terms
5. Sub-Committees
6. General Board Responsibilities
7. Removal of Board Member
8. Board Job Descriptions
9. Proceedings of Board Meetings
10. Staff
11. Volunteers
12. Conflict of Interest
13. Conference
14. Conference Subsidy
15. Signing Authority
16. Spending
17. Awards
18. Meetings and Conferences
19. Travel Reimbursement Policy
20. Meals
21. Recognition Policy
22. Canadian Camping Association
23. Crisis Communication
24. IT Standards
25. Record Keeping

### **1. MISSION & VISION**

As per the British Columbia Camps Association Constitution & Bylaws, as filed with the BC Societies Branch.

#### **MISSION**

The BC Camping Association believes that safe and quality camp experiences play an integral part in the development of children, youth and adults and contribute to healthy communities.

## **VISION**

As a governing body, we effectively achieve this by:

- Maintaining and promoting safety standards through volunteer-driven accreditation process
- Providing current information to members about camp practices, as well as leadership, professional development and promotional services
- Informing parents and the public about the inherent benefits of accredited camps.

## **2. BOARD ELIGIBILITY**

Those eligible for election must meet the membership requirements prior to the election, and must be nominated by another member.

## **3. BOARD COMPOSITION**

As per British Columbia Camps Association Bylaws and the British Columbia Societies Act, the British Columbia Camps Association's Board of Directors will be composed of:

### **Officers:**

- President
- Vice President
- Secretary
- Treasurer

### **Up to 7 Directors, which may include the following positions:**

- Accreditation Chair
- Co-Conference Chairs
- CCA Representative
- Member-At-Large

The offices of Secretary and Treasurer may be held by one person who is to be known as the Secretary-Treasurer. If a Secretary-Treasurer holds office, the total number of Directors must not be less than 5.

All members serve voluntarily and receive **no** remuneration. The BCCA provides Directors and Officers Liability Insurance coverage for all Board members.

## **4. TERMS**

As per BCCA bylaws, Directors serve for a term of 3 years. Directors can serve up to a maximum of three (3) consecutive terms (9 years). If a successor is not elected, the person previously elected or appointed continues to hold office.

The Directors may, at any time, and from time to time, appoint a member as a Director to fill a vacancy in the Directors. A Director so appointed holds office only until the conclusion of the next annual general meeting of the society, but is eligible for re-election at the meeting. If a Director resigns his or her office or otherwise ceases to hold office, the remaining Directors must appoint a member to take the place of the former Director.

Once elected, all Board Members must take out an individual membership within one week. This will be processed by the BCCA staff at no cost to the elected Board Member.

## **5. SUB COMMITTEES**

The Directors may delegate any, but not all, of their powers to a designated committee consisting of the Director(s) and committee members deemed fit by the board.

A committee formed under the direction of the board must conform to any rules imposed on it by the Directors, and must report all actions taken in exercise of those powers to the earliest meeting of the Directors held after the act or actions have taken place.

The members of a committee may meet and adjourn as they think proper. A committee must elect a Chair of its meetings.

## **6. GENERAL BOARD RESPONSIBILITIES**

- 1) Attend regular meetings (multiple meetings missed may result in a Director being asked to step down) meetings generally occur once per month with a hiatus for the summer season
- 2) Attend two yearly in-person working meetings, with an attendance expectation of up to 48 hours (travel and accommodations covered as per the travel policy)
- 3) Suggest names of individuals who could serve in a voluntary capacity, either as Board Members or as part of the various committees
- 4) Promote and represent the interests of the organization
- 5) Take an active part in cultivating members and affiliates
- 6) Serve on committees
- 7) Provide feedback on case for support, proposals, initiatives, etc.
- 8) Maintain current knowledge about the organization
- 9) Continually educate oneself about the camp industry in BC
- 10) Carry out other governance responsibilities with diligence
- 11) Respond to email requests, questions, discussions in a timely manner (within 48 hours) including BCCA domain emails if required for executive position
- 12) Participate in at least one accreditation visit and support additional visits when unfilled openings occur
- 13) Attend yearly BC Camping Conference and AGM
- 14) Take out individual membership following election

## **7. REMOVAL OF BOARD MEMBER**

The BCCA President may remove a Board Member for not upholding duties as per their job description below or due to missing three or more regular meetings within the year.

## **8. BOARD JOB DESCRIPTIONS**

### **President**

- 1) Chair the Board meetings
- 2) Appoint the Chairperson of the standing committees established by the Board
- 3) Coordinate the activities of the BCCA, striving to achieve the organization's mission
- 4) Represent the BCCA at official functions
- 5) Act as spokesperson for the BCCA
- 6) Serve ex officio as a member of committees and attend their meetings when invited
- 7) Monitor financial planning and financial reports
- 8) Supervise and guide the activities and performance of BCCA Board Members in their roles within the BCCA
- 9) Recruit new board members as needed and develop plans to transition and orient board members
- 10) Oversee BCCA staff person, including weekly meetings and annual performance review
- 11) Chair BCCA AGM
- 12) Prepare reports for AGM and member communications

### **Vice President**

- 1) Support and provide continuity to the President's work of fulfilling the envisioned future, strategic plan, and policies established by the Board of Directors
- 2) Assist the Board of Directors in the maintenance of continuity and provide historic reference during transition from one administration to another
- 3) Chair Nominating Committee

*In the absence of BCCA President, the Vice President will also:*

- a) Chair meetings of the Board
- b) Oversee BCCA staff
- c) Hold the powers and duties of the President

### **Secretary**

- 2) Ensure minutes are distributed to Board Members within 48 hours following each meeting
- 3) Take minutes at AGM

*In the absence of BCCA Staff member, the Secretary will also:*

- a) Issue notices of meetings
- b) Conduct the correspondence of the Society

- c) Issue notices of meetings of the Society and Directors
- d) Have custody of all records and documents of the Society except those required to be kept by the Treasurer
- e) Have custody of the common seal of the Society
- f) Maintain the register of members

### **Treasurer**

The Treasurer will maintain communication between the Board of Directors and the BCCA Bookkeeper, working together with the Bookkeeper to maintain records and make decisions and changes affecting budgeting and finances.

- 1) Creates annual budget for the Board's approval
- 2) Ensures development and Board review of financial policies and procedures
- 3) Oversee GIC investment for highest return
- 4) Prepare financial reports for Director meetings and AGM
- 5) Prepare report for AGM
- 6) Arranges audits of BCCA accounts as needed

*In the absence of BCCA Bookkeeper, the Treasurer will also:*

- a) Keep financial records
- b) Make deposits & pay fees as needed
- c) Maintain payroll for staff
- d) Receive annual membership fees and maintain record of camps paid
- e) Maintain annual contact with Vancouver Foundation re: Lorne Brown Memorial fund investment

### **Accreditation Chair**

- 1) Oversee the BCCA Staff person in coordinating and overseeing the accreditation and follow-up process
- 2) Answer questions from members regarding accreditation
- 3) Advise camps who are working towards accreditation
- 4) Advise on and address conflicts that arise regarding accreditation
- 5) Review Accreditation Report as compiled by BCCA Staff person, bring recommendations on accreditation results to the Board
- 6) Chair any Accreditation Committee meetings including the annual visitation review meeting
- 7) Collect feedback from member camps and Board Members regarding proposed changes to standards, examining standards to ensure they continue to meet industry standards
- 8) Prepare AGM Accreditation Report

*In the absence of BCCA Staff person, the Accreditation Chair will also:*

- a) Collect a list of visitation volunteers
- b) Identify the camps that need a visit in the current year

- c) Match the volunteer visitors to camps needing visits and inform all parties
- d) Prepare and send out the visitation packages
- e) Troubleshoot any visitation conflicts or challenges
- f) Collect all of the visitation paperwork
- g) Notify camps visited of the accreditation term

### **Conference Co-Chairs**

- 1) Work with the Conference Planning Committee (Members from both FCC and BCCA) to coordinate all components of annual conference, including:
  - a) Promotion
  - b) Registration
  - c) Venue/ Housing
  - d) Speakers
  - e) Music
  - f) Seminars
  - g) Auction
  - h) Trade Show
  - i) Event Binders
- 2) Prepare annual conference report for AGM
- 3) Report to the BCCA Board regarding items of note from the Conference Planning Committee

### **Marketing Chair**

- 1) Prepare annual marketing report for AGM
- 2) Advise and oversee the BCCA Staff person to prepare marketing materials
- 3) Manage advertising opportunities

*In the absence of the BCCA staff person, the Marketing Chair will also*

- a) Send out e-newsletter to membership monthly
- b) Update the website as needed
- c) Promote the BCCA to membership, camps, families and the public
- d) Manage content for social media (Facebook and Instagram)

### **CCA Representative**

- 1) Attend CCA meetings in-person once per year, attend CCA meetings via phone monthly
- 2) Report back to the BCCA what is going on with the CCA
- 3) Report to the CCA what is happening with the BCCA
- 4) Prepare an AGM CCA report
- 5) Prepare a BCCA report for the CCA

### **Other Committee Chair**

- 1) Oversee the logistics of committee's operations

- 2) Report to the Board's President
- 3) Report to the Board on committee's decisions/recommendations
- 4) Assign work to the committee members, sets the agenda, chairs the meetings, and ensures distribution of meeting minutes (within 48 hours)
- 5) Create report for AGM

#### **Board Member – Member at Large**

- 1) Contributes to assignments and completes them thoroughly and on time
- 2) Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
- 3) Get to know other committee members and build a collegial working relationship that contributes to consensus

### **9. PROCEEDINGS OF MEETINGS**

A Board meeting agenda will be compiled and sent to the Board at least 24 hours in advance and will be voted into acceptance at the beginning of each meeting. The BCCA President will chair the meeting. In the President's absence, the Vice President or another appointed Board Member will chair the meeting. Any discussion regarding sensitive items, conflict of interest, or staffing will be held "in camera" at the end of scheduled Board Meeting and after the departure or disconnection of members/ staff person in question.

### **10. STAFF**

BCCA Staff will be hired and evaluated based on the Job Description agreed upon at the time they are hired. Any changes to staff job descriptions will be approved by a majority vote by the Board of Directors.

During the screening process, employees shall submit a clear Criminal Record Check and three professional references to be checked by delegates from the Board of Directors. BCCA Staff may be asked to submit a current Drivers Abstract.

All staff have wage ranges and levels which will be reviewed annually by the BCCA Board of Directors. An employee may receive pay increases based on overall job performance, skill requirement, length of service and within budget limitations. Wage rates will be reviewed as part of the annual performance evaluation process.

Pay periods are bi-weekly, from Sunday to Saturday; wages are paid to all employees every second Friday, by direct deposit. BCCA Staff will submit their work hours to the President, Vice President, Treasurer, and Bookkeeper for each pay period. Electronic pay stubs will be made available to all BCCA Staff. Employees will be paid 4% vacation pay on each paycheck.

BCCA Staff will be directly supervised by the BCCA President. Staff scheduling will be determined and approved by the BCCA President.

BCCA Staff may be required to use personal phones and computers to complete BCCA work. A phone allowance to cover Canada-wide calling will be determined by the BCCA President when determining initial wage rate.

Entitlements regarding breaks, statutory holidays, etc. will follow the standards outlined in the *BC Employment Standards Act*.

### **End of Employment**

Resignation- Employees are encouraged to provide a minimum of two weeks written notice unless otherwise indicated in their offer letter when resigning. Notice of resignation should be given to the BCCA President.

Termination of Employment- Terminated employees will be provided with the appropriate amount of written notice and/or payment in lieu of notice as outlined in the *Employment Standards Act*. Notice or payment in lieu of notice will not be provided if the employee is dismissed for just cause, employed for a definite term or employed on a casual basis.

## **11. VOLUNTEERS**

### **Volunteer Bookkeeper**

The position of Bookkeeper for the BCCA may be held by a volunteer. This volunteer will maintain the following for the organization:

- Banking filing, information and records including GICs
- Online bi-weekly payroll submissions
- Monthly Financial Reports
- Ongoing processing of incoming cheques and outgoing expenses and payments

The volunteer Bookkeeper is expected to uphold confidentiality as it pertains to personal information that they have access to as part of their role. Volunteers will receive no remuneration but will be recognized for continuing service as per the Recognition Policy below.

## **12. CONFLICT OF INTEREST**

The BCCA Board seeks to serve the camping industry as a whole. Directors are expected to refrain from advocating for policies which specifically benefit you as an individual, or a camp you represent, or harm the industry.

Because of the nature of accreditation and other activities of the BCCA, a Director of the society may have a direct or indirect material interest in a contract or transaction, or a matter that is or is to be the subject of consideration by the Directors. An interest could result in the creation of a duty or interest that materially conflicts with that Director's duty or interest as a

Director of the Society. The President will be the final arbiter as to whether or not a particular activity of a Board Director, employee, or volunteer violates this policy.

If a Director is in this position, they must:

- Disclose fully and promptly to the other Directors the nature and extent of the Director's interest, (assumed when a Director's camp is being considered for accreditation)
- Abstain from voting on a Directors' resolution or consenting to a consent resolution of Directors in respect of the contract, transaction or matter
- Leave the Directors' meeting, if: when the contract, transaction or matter is discussed, unless asked by the other Directors to be present to provide information, and when the other Directors vote on the contract, transaction or matter, and
- Refrain from any action intended to influence the discussion or vote

### **13. CONFERENCE**

The annual BC Camping Conference is hosted in collaboration between the BC Camps Association and the Fellowship of Christian Camps- BC. The BCCA contributes in the following ways:

- Sponsoring 3 Keynote sessions
- Having BCCA Board Members sit on the Conference Committee
- Allows BCCA staff hours to be allocated to conference tasks
- Relaying information regarding the conference to BCCA members

The BC Camping Conference holds separate committee meetings, website, and separate banking. The conference also waves the attendee fees for BCCA Board Members and Staff.

The BCCA will contribute a budgeted amount annually to cover the costs of hosting the conference. This amount will be included in the budget approved by members at the annual general meeting. The conference committee can then apply for these funds to be moved to conference accounts by submission of the conference budget to the BCCA Board of Directors for approval. Once approved, the BCCA will direct funds to the BC Camping Conference to cover costs for the upcoming conference (that which falls outside of the current calendar year).

### **14. CONFERENCE SUBSIDY**

The BCCA will budget an amount to make available as conference subsidies for BCCA members. A sub-committee will be struck to determine how to make these funds available to members and how to evaluate applications for funding.

### **15. SIGNING AUTHORITY**

- 1) Signing Authority will be held by:
  - a) President
  - b) Vice President

- c) Secretary
- d) Treasurer
- 2) The delegated signing authority must ensure that contracts are reviewed and approved prior to contract execution
- 3) Bank signing authority will be transferred following the AGM

## **16. SPENDING**

- 1) Day to day purchases can be made by BCCA Staff Person or Board Member for BCCA business up to \$100
- 2) Purchases more than \$100 outside of regular BCCA expenses (Insurance, CCA membership fees, annual travel, etc.) require majority approval by the BCCA President.
- 3) Purchases made on personal credit cards will be reimbursed in full following submission of expense report and receipts. Purchases for BCCA business should be made separately from personal purchases (on separate receipt)

## **17. AWARDS**

### **Dave Stevens Award**

The Dave Stevens Award was established to help camps improve their technology. One award is granted each year and is presented at the annual conference. Camps can apply for up to \$1,200 of funding and must explain their intent for use of the award. Applications will be made available to members through e-newsletter and on the website. The winner must be a member of good standing of the BCCA. A sub-committee will be formed to evaluate the applications and choose a beneficiary.

### **Lorne Brown Fund**

The Lorne Brown Fund was established to send kids to camps. It is held in trust by the Vancouver Foundation and is managed and executed by the BCCA. The yearly interest on the fund is paid to the BCCA for re-allocation to camps for the intended purpose of sponsoring campers. This interest will be divided equally and awarded to 3 camps at the annual camping conference. Determination of which camps are awarded is by random draw of camps who have sent representatives to the BCCA Annual General Meeting.

### **BCCA Awards**

The BCCA Board of Directors may choose to give out other recognition awards. This is a way to recognize excellence shown in the industry on a provincial level. A sub-committee will be formed to determine what the categories of the awards are, how to collect and evaluate nominations, and to choose award winners. The costs of awards will be approved by the BCCA President before purchase and presentation.

## **18. MEETINGS AND CONFERENCES**

*See travel policy for allowances for Board travel.*

BCCA Board members are expected to participate in monthly online meetings (via Skype or similar platform). Additionally, board members are required to attend two yearly in-person work meetings, lasting up to 48 hours.

The BCCA Board of Directors is expected to attend the yearly BC Camping Conference- hosted in partnership with the Fellowship of Christian Camps- BC. This includes attending the BCCA AGM that occurs during the BC Camping Conference. BCCA Board Members will be expected to participate as hosts and may be required to take on tasks to ensure the success of the conference.

The executive acting as CCA Chairperson will be expected to attend the Canadian Camping Association National Leadership Forum and AGM with travel costs covered by the BCCA. BCCA Staff may be sent to attend at the Board's discretion. Other BCCA Board Members may elect to attend the NLF at their own personal cost.

### **19. TRAVEL REIMBURSEMENT POLICY**

The BCCA will cover the costs (usually by way of reimbursing individuals for incurred costs) for travel in the following circumstances at these established levels:

- 1) Board Meetings (including multiple day retreats)
  - a) All flights and ferry costs will be covered
  - b) All personal vehicle travel (round-trip) will be covered for actual fuel costs or at a rate of \$0.35/km
  - c) Regular meals during meeting times will be covered, up to a limit as defined below (see MEALS)
  
- 2) Annual General Meetings and annual BC Camping Conference
  - a) The BCCA will cover up to a fixed amount of actual costs incurred for Registration Fees for the Annual Camping Conference (\$300 max) for Board Members. Full conference costs will be covered for BCCA employees.
  - b) All travel to the AGM and/or the Camping Conference will NOT be covered for Board Members. Full travel expenses will be covered for BCCA employees.
  
- 3) Visitors for Accreditation Visits (as written in BCCA Accreditation Standards)
  - a) Visitors may request reimbursement of travel expenses by applying in writing to the Accreditation Chair, for the following acceptable expenses:
    - i) Mileage at \$0.35/km or actual fuel costs (must report total km travelled for either option)
    - ii) Ferry and highway toll costs
    - iii) Other expenses (accommodation, etc.) authorized in advance by the Accreditation Chair
  - b) Camps being accredited are required to pay for all private/water transportation required for the Accreditation Visit

- 4) Annual CCA (Canadian Camping Association) Meeting
  - a) All travel and accommodations will be covered for those chosen to represent the BCCA at the Annual CCA Meeting
  - b) Regular meals during the course of travel and meeting times will be covered, up to a limit established by the BCCA President
  
- 5) Employees
  - a) All flights, ferry, and highway tolls incurred by employees while completing BCCA business will be covered
  - b) All personal vehicle travel by employees for BCCA purposes will be covered for actual fuel costs or at a rate of \$0.35/km
  - c) Travel between usual workplaces (e.g. BCCA Office, coffee shops, etc.) and an employee's home is not considered travel for BCCA purposes and will NOT be covered
  - d) Regular meals during meeting times will be covered, as approved and up to a limit established by the BCCA President
  
- 6) No traffic or parking violations incurred while travelling for BCCA purposes will be covered
  
- 7) It is expected that individuals who work for camps or other organizations would only submit for reimbursements from either the BCCA or their own organizations, and not for both

## **20. MEALS**

Regular meals during BCCA travel or meetings will be covered up to the following amounts:

- Breakfast \$15.00 maximum
- Lunch \$20.00 maximum
- Dinner \$30.00 maximum

The BCCA will not cover alcohol consumption as part of reimbursement.

Exceptions to the above must be pre-approved by the BCCA President.

## **21. RECOGNITION POLICY**

### **Departure**

In recognition of contributions, when Board Members or employees leave the BCCA they will be provided the following token of appreciation:

#### **Years of Service**

#### **Gift/ Gift Card Value**

1-2 years*	\$20
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3 years	\$30
4 years	\$40
5 years**	\$50

\* Employees must have completed a minimum of one year of service

\*\*Add ten dollars more for each year of service completed up to a maximum of \$250.

Recognition gifts will be awarded at the Annual General Meeting or annual BC Camping Conference.

## **22. CANADIAN CAMPING ASSOCIATION**

The British Columbia Camps Association is a member of the Canadian Camping Association (CCA). The BCCA pays annual membership to the CCA based on the number of BCCA members in that year.

The objectives of the CCA are:

- To further the interests and welfare of children, youth and adults through camping, which is a healthy, educational, character building and constructive recreational experience
- To act as a coordinating body for camping throughout Canada
- To encourage the development and maintenance of high standards in camping
- To study all aspects of camping and to interpret and disseminate knowledge concerning pertinent developments and regulations
- To provide guidance, advocacy and resources for camping leaders

The BCCA President will select a Board representative to attend CCA meetings (regular meetings via conference call and yearly in-person meeting at CCA National Leadership Forum). This representative will work to communicate the interests, values, and initiatives of the two groups- relaying information of note between the two organizations.

## **23. CRISIS COMMUNICATION**

The BCCA may encounter situations that would fall under the scrutiny of internal and external stakeholders and the general public. These situations may qualify as a crisis if: the BCCA is responsible for the cause of the situation, the reputation or future of the organization is at risk, or the stakeholders may be affected as a result of the situation.

In crisis situations, the BCCA's communication goals will be to address stakeholders' concerns with appropriate information through relevant channels and mitigate the escalation of attention to the situation.

Crisis communication and response will be handled by the President of the Association. If the President is unable to manage crisis communication for any reason, crisis response will fall to the Vice President.

**Stakeholders of the BC Camps Association:**

- BCCA Board of Directors
- BCCA Member camps
- BCCA Staff
- Canadian Camping Association
- BCCA Corporate Sponsors

**24. IT STANDARDS**

BCCA social media, email, dropbox, website, database and other accounts will be used only for the purposes of BCCA business. Access to such accounts will only be held by appropriate staff and BCCA affiliates. All information, data, resources, documents and work created is owned and retained by the BCCA.

Select Board Members will maintain specific BCCA email addresses (currently held by the President and Accreditation Chair). These should be checked every 48 hours and communications should maintain the professionalism of the BCCA and are not to be used for personal business.

Personal computers, cell phones and devices used for BCCA purposed or used to access BCCA accounts are required to be appropriately password protected.

BCCA Board Members, employees and affiliates will not share any personal or sensitive information collected for BCCA purposes.

**25. RECORD KEEPING**

The BCCA will maintain all pertinent files in DropBox indefinitely. Membership information will also be held within the Wild Apricot Member Database.

The BCCA staff will be responsible for:

- Maintaining full and accurate records of accreditation and other BCCA activities
- Managing record keeping activities to ensure compliance with legislative and best practice requirements
- Developing and implementing a record keeping program, framework, and disposal procedures
- Ensuring those with access to DropBox files are aware of their record keeping responsibilities and that files are worked with appropriately
- Capturing, creating, and securing appropriate and required records

