

# Jewish Camp Council of Toronto

## Committee Descriptions

Revised: February 2021

### 1. Audit Committee

Managing risk is an ongoing responsibility of management who must follow Board-approved policy and keep the Board informed. The Board can ensure that it includes risk on its agenda by including a discussion of risk and opportunity in strategic planning sessions and by requiring the Camp/Executive Director to raise current risk issues at Board meetings. The Audit Committee is responsible for reviewing financial and other risk issues, overseeing the development and execution of a risk management plan, and reporting on them to the Board. Additionally, this Committee reviews the auditor's reports and provides responses as required. The Committee also reviews the annual audited financial statements and recommends their approval to the Board. The Audit Committee reviews audit fee arrangements, oversees the creation and execution of the audit plan, interviews auditors and advises the Board on the appointment of auditors.

### 2. Budget and Finance Committee

The role of this Committee is to review and provide oversight of management of the operating, capital, and fundraising budget processes, cash resources and other assets, internal control systems and financial reporting processes. The Committee will also review significant financial commitments on behalf of the Board of Directors, reporting to the Board any financial irregularities, concerns, and opportunities. The Budget and Finance Committee oversees short and long-term investments, unless there is a separate Investment Committee. Additionally, this Committee is responsible for recommending camper fees and policies each year, purchasing policies, and insurance coverage. This Committee will also work in collaboration with the Strategic Planning Committee to assist in setting organizational priorities and provide guidance regarding capital acquisition requirements and resource allocation.

Possible sub-committees to consider establishing are:

- Investment Committee responsible for making recommendations on how to invest surplus funds from operations and donations.
- Fees Relief Committee responsible for recommending policies to the Board regarding camperships, as well as reviewing and approving applications for fees relief.

### 3. Governance and Strategic Planning Committee

This Committee assists the Board in providing good governance by continually developing and improving on the framework, processes and structures that will optimize good governance, as well as developing and maintaining a strategic plan that sets organizational priorities over the mid and long term in collaboration with the Budget and Finance Committee. Responsibilities include making recommendations to the Board for improving vision, mission, values, strategic goals and objectives, performance measures and targets, bylaws, policies and procedures, Board orientation and training, Board performance evaluation, and Committee terms of reference.

#### 4. Personnel Committee

The Personnel Committee meets to review and make recommendations to the Board regarding Human Resource matters such as complaints, senior staff salaries and the overall salary envelope, Camp/Executive Director performance evaluation, as well as organizational design and human resource best practices. As well, this Committee oversees on behalf of the Board talent, performance and succession management; recruitment processes; staff engagement, retention and innovation; career path planning; change leadership, variable compensation and group benefits alternatives; and compliance with relevant legislation such as Employment Standards Act.

#### 5. Marketing and Fundraising Committee

The primary purpose of the Marketing and Fundraising Committee is to enhance and improve the awareness and reputation of the Camp Northland brand in order to maximize camp enrollment and capacity utilization (such as off-season camping), and to obtain funding from government, not-for-profit agencies, corporations, alumni, parents and other individuals to help ensure sufficient funds are generated to meet the needs of the organization's mission and strategic goals. This Committee assists with the development, maintenance and execution of a marketing and fundraising plan, as well as market research, brand management, public relations and communications management, business development, and management of programs, events and fundraising initiatives.

The Alumni Sub-Committee reports to the Marketing and Fundraising Committee and is responsible for staying connected with and increasing the lifetime value of our alumni. This includes sending children and grandchildren to camp, promoting the camp, organizing and participating in fundraising activities, and volunteering.

#### 6. Legal Committee

This Committee meets on an as-required basis to provide advice related to contracts, legislative requirements, legal proceedings, and all other legal matters, in an effort to protect the organization's interests and ensure compliance with its legal requirements. The Legal Committee is also responsible for seeking the services of, and managing the relationship with, external law firms.

#### 7. Nomination Committee

The purpose of the Nomination Committee is to assess, recruit and plan for the succession of the Board (including recommending to the Board a slate of directors and officers for election at the Annual General Meeting of Members) and its Committees. As outlined in Section 4.03 of our current Bylaw #9, "the Nominating Committee shall be comprised of a minimum of six (6) individuals appointed by the President at least sixty (60) days prior to the Annual Meeting of the Members, half of whom (and if an odd number of individuals are appointed, half, plus or minus one) must be Directors and past Directors".