

COMMITTEES
OF THE
JEWISH CAMP
COUNCIL
2024

September 2024



Audit, Budget & Finance Committee

This Committee is responsible for reviewing financial issues, overseeing the development and execution of the financial plan, monitoring statutory compliances in all matters relating to taxation, budget and finance matters, and reporting on them to the Board.

It 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 and membership. It reviews audit fee arrangements, oversees the creation and execution of the audit plan, interviews auditors and advises the Board on the appointment of auditors.

The Committee reviews and provides oversight of the organization's operating, capital, and fundraising budget processes, cash resources and other assets, internal control systems and financial reporting processes. It reviews significant financial commitments, including any proposed expenditures for which any potential conflict of interest may be identified, and reports to the Board on any financial irregularities or concerns. It also oversees the organization's short and long-term investments and the investment of surplus funds from operations and donations.

This Committee is responsible for recommendations regarding camper fees, purchasing policies, issues relating to the Camp's insurance coverages, and for reporting to the President and Board on any budget and finance issues arising as required or as requested by the Executive Director.

This Committee will work in collaboration with the Governance, Strategy & Risk Management Committee if further feasibility analysis of the strategic plan objectives are required.

Lastly, this Committee is responsible for overseeing the establishment of banking arrangements and delegation of the approval and spending authority limits of the Executive Director.

Human Resources, Compensation and Board Development Committee

This 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, Executive Director performance evaluation, as well as organizational design policies and human resources best practices, including the Board's operational norms & rules of engagement.

As well, on behalf of the Board, this Committee oversees talent, performance and succession management; recruitment processes; staff engagement, retention and innovation; liaison between the Board and senior professional staff, career path planning; change leadership, variable compensation and group benefits alternatives; and compliance with relevant legislation such as the *Employment Standards Act*.

This Committee works with the Nominations Committee to recruit new Directors and Committee members to the organization.

It is also responsible for developing programmes and materials for the orientation, onboarding, training and professional development of JCC Directors, Committee members and volunteers, and JCC Board performance evaluation.

Nomination Committee

The Nomination Committee assesses, recruits and plans for the succession of the Board.

It makes recommendations to the Board annually for a slate of Directors and Officers to stand for election at the organization's Annual General Meeting of Members.

In accordance with the Bylaws, unless otherwise determined by the Board of Directors from time to time, 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.

Legal Committee

This Committee protects the organization's legal interests and oversees the organization's compliance with its legal duties and obligations. It meets as-required, and provides advice and recommendations to the Executive Director and Board on legal matters related to:

- Ongoing contracts, claims and dispute resolution
- Legal proceedings
- Legislative compliance
- Employment agreements, as required
- Bylaw review and compliance
- The Haliburton Lands – use and facilities
- The organization's document retention and information security processes
- Other legal risks and issues that impact the organization

The Legal Committee is also responsible for recruiting legal professionals to enhance its internal pro-bono competencies and, where required, for retaining the services of, and managing the JCC's relationship with, external counsel.

The Land Sub-Committee reports to the Legal Committee and is responsible to ensure that use of the Camp lands on Moose Lake continues in accordance with the Camp's historical and legal rights and obligations.

Scholarship Committee:

This Committee works closely with the Executive Director to plan, oversee and implement the Camp's scholarship and bursary programmes. It is responsible for reviewing and approving applications for Camp scholarships and for reporting annually to the Board as to the Camp's scholarship program and the benefits that have been provided to the Camp community.

The Scholarship Committee also provides annual recommendations to the Board as may be appropriate regarding the Camp's scholarship programmes and policies relating to scholarships and the scholarship application, qualification, review and approval processes

Governance, Strategy & Risk Management Committee

This Committee assists the Board in providing good governance by continually developing and improving on the framework, processes and structures for the Organization.

This Committee develops and maintains a strategic plan that sets organizational priorities over the mid and long term in collaboration with the Executive Director, professional staff, the Board and its Committees.

It also provides its ongoing recommendations to the Board regarding the implementation, evaluation and revision of the current strategic plan, where required. Responsibilities include assessment of the organization's strategic opportunities and risks, and recommendations to the Board for improving vision, mission, values, strategic goals and objectives, performance measures and targets, policies and procedures.

It also conducts periodic reviews of the JCC's governance structures and works to optimize the Board's good governance and progress in meeting the organization's strategic goals. This includes determinations regarding the cadence of Board meetings, review of committee mandates and terms of reference.

It makes recommendations for the improvement of the Board's information and technology systems, processes and information integrity and security.

Camp of the Future Committee

This Committee, working closely with the Executive Director, the Budget, Finance and Audit Committee and the Strategy and Risk Management Committee, and any other appropriate committees shall:

- Investigates and assesses the Camp's current site plan and architectural drawings, when complete;
- Bring about the creation of a Master Plan for the long-term development of the physical infrastructure and improvements of the Camp; and
- Implement the Master plan.

In carrying out the above mandate the committee shall assess the feasibility and priority of the Camp's building and improvement initiatives and opportunities and in conjunction with the Executive Director, make recommendations to the Board to:

- Prioritize and establish timelines for new building and improvement initiatives to be undertaken at the Haliburton camp;
- Work with the site plan and the Master Plan in sequencing and refining the Camp's building plan;
- Work closely with the Executive Director and the Fundraising Committee, in the conception and development of a Capital Fundraising plan to finance any such initiatives.

Marketing and Communications Committee

This Committee collaborates closely with the Fundraising and Alumni Committees to develop and support communications and materials for the organization's fundraising activities, alumni events, social media communications and in the development and implementation of marketing and communications efforts for the Camp's parent initiatives.

This Committee also works closely with the Executive Director and the Board, as requested, to assist and collaborate in the development and execution of marketing and communications materials, plans and initiatives for the organization, including crisis management and issues-based communications plans.

This Committee also supports the organization's other committees, as required.

Fundraising Committee

This Committee actively plans, drives and coordinates the Board's participation in the organization's annual Day of Giving and other fundraising initiatives, including activities in collaboration with the Alumni sub-Committee. These include periodic donor drives and fundraising events, including but not limited to parlour meetings and other related initiatives.

Working closely with the Executive Director, this Committee also supports the Board's efforts to obtain funding from alumni, parents, Jewish community organizations and programs, government, stakeholders, not-for-profit agencies and corporations, as required.

The Fundraising Committee is also responsible for the development and implementation of a Capital Fundraising Campaign to help ensure that sufficient funds are generated to meet the needs of the organization's mission and strategic goals, including building and improvement initiatives as may be contemplated and undertaken for the Haliburton camp site. Its marketing and communications efforts are supported by the Marketing and Communications Committee.

Alumni Committee

This sub-Committee of the Fundraising Committee seeks to build an Alumni community that is engaged with camp and invests in its future. Working closely with the Executive Director, it uses events, marketing, and other initiatives to increase lifetime engagement from Alumni (previous campers, staff, and parents), resulting in participation, volunteering, fundraising, and advocacy.

It plans the organization's annual Alumni and Friends Weekend in partnership with the professional staff, as well as ongoing in-City events. It will gather meaningful insights from the alumni community regarding how they prefer to be engaged.

This sub-Committee also works closely with the Marketing and Communications Committee and the Executive Director to develop an online content calendar with a goal of expanding the organization's membership and its capacity to reach the alumni audience through social media and other online channels.