

CAMP TIMBERWOLF OFFICER'S RESPONSIBILITIES - 1/8/2011

President

- Responsible for all business affairs of the organization and operations of the Camp.
- Chairs all Board of Directors (Board) meetings.
- Provides long range direction and guidance for Board approval.
- Recommends organizational and Camp policies for Board approval.
- Chairs Tenant Relations Committee
- Chairs Camp Safety Committee.
- Manages Camp schedules.
- Coordinates with officers and directors to ensure all camp related functions take place within the policies and guidelines of the Board.
- Chairs Camp Fundraising Committee.
- Primary responder to Camp emergencies and provides for backup when not available. Any Camp officer may respond first when timing is critical and then contact the President.
- Initiates annual internal financial audit. Board manages audit and ensures findings adequately addressed.

Vice President - Administration

- Performs duties of the President in his absence.
- Chairs Governmental, Utility & Agencies Committee.
- Chairs Insurance Review Committee.
- Handles other administrative responsibilities as requested by the President or Board.

Vice President – Camp Operations

- Manages Camp operations and facilities.
- Chairs Camp Operations and Facilities Committee.
- Coordinates with U.S. Forestry District and implements related Camp activities.
- Handles other Camp operations and facilities responsibilities as requested by the President or Board.

Chief Financial Officer

- Chairs Finance and Audit Committee.
- Receives reviews and pays all bills.
- Handles deposits of all received funds.
- Manages financial investments.
- Maintains adequate and accurate book of all financial transactions.
- Prepares tax returns and pays taxes.
- Addresses internal financial audit findings as directed by the Board.
- Manages Camp asset identification and listing.
- Provides periodic and year end statements of financial conditions to the Board.
- Handles other financial responsibilities as requested by the President or Board.

Secretary

- Records, publishes, and maintains Board meeting minutes.
- Maintains current Camp Bylaws, Articles of Incorporation and other legal documents.
- Handles other written correspondence as specifically directed by the President or the Board.
- Archives camp records, both physical and electronic.
- Issues periodic Camp newsletter.
- Updates and maintains Camp website.
- Manages Post Office mail box and mail pickup.
- Parliamentarian at Board meetings.
- Handles other responsibilities as requested by the President or Board.