



## **Type 1 United Board Member and Leadership Role Descriptions**

**Updated: 7/3/2023**

### **President:**

*Position Purpose:* The chair shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-Chair, Admin, Treasurer.

*Time Commitment:* 4-6 Hours per month on average

*Meetings:* ~ 6 board meetings, ~12 additional committee meetings, ~6 1:1 with ED, 6~ 1:1 with VP = ~ 30 meetings per year or about 3 meetings per month. Meeting frequency may increase or decrease depending on other committee responsibilities.

*Responsibilities:*

- Facilitate Board meetings and votes.
- Attend all relevant meetings as described above or as necessary.

### **Vice President:**

*Position Purpose:* The vice president will preside at all meeting of the BoD in the absence of request of the President. The vice president shall perform other duties as requested and assigned by the president, subject to the control of the Board of Directors. (from by-laws)

*Time Commitment:* 3-4 Hours per month on average

*Meetings:* ~ 6 board meetings, ~12 additional committee meetings, ~ 6 1:1 with the President = ~24 meeting per year, or an average of three meetings per month. Meeting frequency may increase or decrease depending on other committee responsibilities.

*Responsibilities:*

- Attend all relevant meetings as described above or as necessary.



## **Medical Director:**

*Position Purpose:* The Medical Director is responsible for overseeing the development of all policies, procedures, and record forms necessary for the medical management of campers and staff. Their role is to ensure that the policies and procedures follow current best practices in resident camping healthcare and diabetes management, ensuring a safe camping environment. They will be responsible for attending all medical committee meetings and all medical staff trainings.

*Time Commitment:* 3-4 Hours per month on average outside of Camp Session, ~minimum of 24 hours during the summer to be present at medical training, may increase if the Medical Director decides to be the Camp Physician/ARNP at a Summer Camp Session.

*Meetings:* ~ 6 board meetings, ~12 additional committee meetings = ~18 meetings per year or an average of 2 meetings per month (outside of camp season).

### *Responsibilities:*

- Help to coordinate and facilitate all Medical trainings. Attending all Medical staff trainings (first day of each session).
- Works with other members of camp leadership and medical team to oversee the development of all policies, procedures, and record forms needed for camp.
- Works with the Executive Director and Medical Lead to ensure appropriate planning for the implementation of policies and procedures prior to camp.
- Participates in verbal and written evaluations and communication around camp medical issues. Solicits staff feedback on existing policies, procedures, and forms.
- Reviews Camp Leo Health and Wellness Policy and Procedure Manual on an annual basis: Makes necessary changes based on current medical best practices. Makes changes and adjustments based on staff feedback.
- Remain current with diabetes care technology and treatment.

### *Qualifications, Knowledge and skills:*

- Licensed MD, DO, or ARNP
- Expertise in diabetes management
- Policy creation and leadership experience preferred
- Excellent verbal and communication skills



*Relationships:*

- The Medical Director sits on the Board of Directors.
- The Medical Director is responsible for ensuring proper training as it relates to diabetes management guidelines and policy and procedures for all Camp Physicians/ARNPs prior to camp.
- The Medical Director will work alongside the Lead Medical Staff, Camp Director, and Executive Director.

**Treasurer:**

*Position Purpose:* The treasurer shall make a report at each Board Meeting. The treasurer shall chair the FITT committee, assist in the preparation of the budget, help develop fundraising plans and make financial information available to Board members and the public.

*Time Commitment:* 3-4 Hours per month on average

*Meetings:* ~ 6 board meetings, ~12 additional committee meetings, ~4 meetings with Bookkeeper and ED = ~22 meeting per year or about two meetings per month. Meeting frequency may increase or decrease depending on other committee responsibilities.

*Responsibilities:*

- Attend all relevant meetings as described above or as necessary.
- Chair the finance committee.
- Present quarterly financials in collaboration with the Executive Director.

*Qualifications, Knowledge and skills:*

- Finance experience, including being able to understand and report on financial statements.

**Secretary:**

*Position Purpose:* The admin shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board and committee meetings, sending our meeting announcements, distributing copies of minutes and the agenda to each Director, and assuring that corporate records maintained.

*Time Commitment:* 2-3 Hours per month on average

*Meetings:* ~ 6 board meetings, ~12 additional committee meetings = ~18 meetings per year



*Responsibilities:*

- Attend all relevant meetings as described above or as necessary.
- The admin/historian is in charge of taking notes at all the meetings (Sam G created an awesome template) and recording specific things like board votes and attendance.
- They make sure the notes are provided to the board via the team's site. The Board votes on these notes at the beginning of every meeting.
- All board members are on an additional board committee. We might be able to parlay your Camp Leo volunteering as your committee role, we also have a Finance Committee, Founders Dinner Committee and Community Engagement Committee.

## **General Board Members:**

*Position Purpose:* The BoD is the policy making body and may exercise all the powers and authority granted to the corporation by law. The Board is responsible for overall policy and direction of the organization and delegates responsibility for day to day operations to the Executive Director and committee. (from by laws)

*Time Commitment:* 2-3 Hours per month on average

*Meetings:* ~ 6 board meetings, ~12 additional committee meetings = ~18 meetings per year. Meeting frequency may increase depending on other committee responsibilities.

*Responsibilities:*

- Attend all meetings mentioned above.
- Join one additional committee.
- Complete tasks as needed.

## **General Committee Members:**

*Position Purpose:* The general committee members sit on our, FITT, Community Engagement, Camp Leo, Connect1D Adult Retreat and Connect1D Family Camp Committee.

*Time Commitment:* 2-3 Hours per month on average

*Meetings:* ~12 committee meetings, ~6 Ad Hoc Meetings = ~18 meeting per year

*Responsibilities:*



- Attend all necessary meetings as outlined above.
- Complete tasks as needed.