

CAMP OLAVE MANAGEMENT COMMITTEE

CHAIR – JOB DESCRIPTION

PURPOSE

To facilitate the management and administration of the Camp Olave Management Committee (COMC).

RESPONSIBLE TO

Camp Olave Management Committee

TERM OF OFFICE

Elected annually and appointed by the COMC

Term renewable to a maximum of three (3) years

QUALIFICATIONS

- Communication and interpersonal skills
- Leadership and management skills
- Organizational skills
- Problem solving skills
- Knowledge of property management
- Good standing with the Girl Guides of Canada.
- Active member of Lions or West Coast Area.
- Knowledge of Camp Olave and the purpose of the COMC.
- Current Safe Guide training and awareness.

RESPONSIBILITIES

- Facilitates the administration, maintenance, and financial management of the COMC.
- Liaises with British Columbia (BC) Properties, BC Finance, and BC Council.
- Discusses specific issues with Lions and West Coast Area Commissioners, when applicable.
- Prepares the Agenda for the COMC meetings, and calls and chairs the meetings.
- Ensures that the Five (5) Year Capital Improvement and Maintenance Plan is developed and maintained.
- Ensures that short and long-range plans are reviewed regularly by COMC.
- Reviews active and potential Capital Improvements for Camp Olave.
- Ensures that electronic records are stored and available to COMC (e.g., meeting minutes, forms, and motions) using bc-COMCChair@girlguides.ca; email for all electronic communications to archive all the information for future Chair
- Ensures that Financial Statements and Terms of Reference are current, and available annually to each of the two COMC Areas.
- Encourages and facilitates the sharing of ideas, resources and property management expertise for the best use of the property for our Guiding experience for youth members.
- Ensures the Terms of Reference, and GGC Code of Conduct are adhered to by all COMC members.
- Ensures that good communication exists between COMC, the Site Manager sub-committee, the camp employees, the two COMC Areas, and the public.
- Encourages an annual joint meeting or gathering of the Site Managers and COMC members.
- Notifies the iMIS Advisor at the Provincial Office and BC Properties of COMC changes.

