

# Camp Captain Responsibilities



## Introduction

Serving as Camp Captain brings with it many opportunities to strengthen Members and Associates, foster growth, and provide leadership and training at the Camp level.

## Summary of ISDUP Constitution and Bylaws

- Preside at Camp Meetings and function as ex-officio chairman of all committees except the Camp Nomination Committee and the Camp Election Committee.
- Counsel with the Camp Executive Board regarding matters affecting the Camp.
- Appoint officers as approved by the Camp Executive Board.
- Ensure that required Camp reports are prepared and submitted to the Company annually.
- Authorize disbursement of all monies with approval of the Camp Executive Board.

## Responsibilities

### 1. Camp Meetings

- With the assistance of the Camp Board, prepare a DUP year (operational and fiscal) fiscal year budget, and establish the date, time, and location of monthly Camp meetings typically held September through May.
- Engage and welcome all Members and Associates; encourage participation.
- Ensure that the monthly Camp meeting agenda is followed. Parliamentarian may be assigned by Captain to keep track of time allotments.
- If a Camp holds an opening/closing/holiday event, it is recommended that the monthly Camp meeting outline be followed, including having a lesson, but all agenda items may be shortened.
- Conduct Company Election procedure as part of the February and March Camp meetings during odd-numbered years.

### 2. Camp Board

- Utilize Company President as a point-of-contact as duties are learned and questions arise.
- Appoint non-elected Board Members and all committees as needed. Delegate responsibilities as needed to Board Members.
- Below are the elected, appointed, and possible other positions. Appointed positions have no term limits.

Elected Positions*	Appointed Positions**	Possible Other Positions**
Captain	Chaplain	Outreach Leader
1 <sup>st</sup> Vice-Captain	Parliamentarian	Museum Director <i>(if applicable)</i>
2 <sup>nd</sup> Vice-Captain	Music Leader	Accompanist
Secretary	Lesson Leader	Legacy Reporter
Treasurer		Computer Specialist
Registrar		Scrapbook Leader
Historian		

\*The Camp Executive Board consists of these elected officers.

\*\*Appointed and possible other positions may be combined and/or assigned to the 1<sup>st</sup> and 2<sup>nd</sup> Vice-Captains.

- Train Camp Officers in performing their duties; monitor and assist when necessary.
- Mentor others to be future leaders in the Camp.
- Conduct Camp Board meetings, frequency determined by Captain.
  - Plan and prepare agenda.
  - Ensure Board Members are informed about meetings.
  - Preside at the Camp Board meetings.
  - Call for Camp Board reports specific to Board Member responsibilities and on-going activities, i.e., account balances, new memberships, histories submitted, and report preparation.
  - Collaborate with the Camp Board to develop goals, yearly calendar, and budget.
  - Vote to break a tie in Camp Board meetings.
- Ensure the timely preparation and submission of all reports.
- Oversee the Camp election process.
- Maintain a file, paper or digital, of materials pertinent to the office; forward on to successor.

### 3. Finances and Reports

- Establish an annual budget, and project long-term budget needs and goals.
- Institute appropriate signatures on the Camp bank account, i.e., Captain, Treasurer, and one additional Camp Executive Board Member. Most financial establishments require a copy of previous Board Meeting minutes to verify the Board positions of the signers. ISDUP requires two signatures on all checks.
- Evaluate, verify, and sign Camp Membership Dues Summary Sheet, Camp Annual Financial Review, Camp Annual Statistical Report, and Satellite Museum Annual Financial Review (when applicable) prior to being sent to Company.
- Understand that although ISDUP is a non-profit organization, most individual Camps are not designated as such but rather are historical organizations.
- Understand financial procedures and policies as outlined in the Treasurer section under the Leadership tab.
- Refer to Camp and Company Reports and Routing.

### 4. Attend Company-Sponsored Meetings

- Company Leadership Training Seminar for all Camp Officers.
- District Convention.
- Company Jubilee.

### 5. Oversee Museums, Cabins, Historical Sites, and Markers (when applicable)

- Refer to information found at: ISDUP.org → Leadership tab → Camp Officer Information → Museum Director and Board.
- Also become familiar with the information found at: ISDUP.org → Museums tab → Museum Policy and Guidelines.
- Marker guidelines found at: ISDUP.org → Home tab → Markers.

### 6. Resources found at: ISDUP.org

(See list of forms and documents on the attached Checklist for Camp Captain.)

## Checklist for Camp Captains

### 1. Yearly Planning

- The Captain may distribute a calendar and sign-up sheet at the beginning of the year to help with planning and organizing Camp meetings. A suggested Camp Monthly Meeting Planning Sheet/Sign-up Sheet is available on Page 4.
  - Complete Yearly Camp Meeting Planning Sheet

### 2. Monthly Camp Meeting

- The Captain conducts the monthly Camp meeting. A Camp Monthly Meeting Conducting Template is available to assist Camp Captain on Page 5.
- The Captain ensures meeting preparations are in place such as:
  - A reminder of the meeting has been sent.
  - The details of the meeting have been addressed: location and confirmation with host; lesson, history, artifact, and Outreach presenters are ready; announcements are ready; refreshments assigned and confirmed.
  - The Secretary is ready with minutes, etc.

### 3. Camp Board Meetings

- A sample Camp Board Meeting Agenda is available on Page 6.
- Meeting frequency is at the Camp Captain's discretion.
- Provide a schedule of Camp Board meetings for the year.
- Give notification guidance to Camp Secretary.
- Provide each meeting's agenda.
- Previous minutes are to be read and approved and then new ones taken.
- Board Members provide reports of their responsibilities; action items are followed up.
- Discussion is fostered on issues, needs, and resolutions.

### 4. Leadership Management of Camp Records

- Collaborate with the Camp Secretary to archive reports at year end as part of the Camp history. These should include:
  - A copy of each year's Camp Rosters and Camp Membership Dues Summary Sheet.
  - Camp Meeting Minutes and Camp Officer List.
  - Camp Annual Financial Review.
  - Satellite Museum Annual Financial Review (where applicable).
- The Camp Historian and Camp Registrar should keep the Camp Historian Submission Log and the Registrar Tracking Sheet, respectively, for the current DUP year (operational and fiscal). However, these are resources often referred to and may need to be kept for several years running.
- Bank statements should be kept for two years. This need not be in paper form if accessible online through the bank.
- Discard old blank and outdated forms; use only current forms found at: ISDUP.org.
- Discard previous year's information such as Parliamentarian and Chaplain thoughts, music information, etc. Use only current materials found at: ISDUP.org.

## 5. Resources Found at ISDUP.org

As Captain, be familiar with all reports and forms— those used most often:

- Camp Board Planning Guide.
- Camp and Company Reports and Routing.
- Camp Annual Statistical Report.
- Camp Annual Financial Review.
- Satellite Museum Annual Financial Review.
- Camp Meeting Minutes.
- Camp Roster – distributed by ISDUP in July to Company President who distributes to Camps.
- Camp Membership Dues Instructions.
- Camp Memberships Dues Summary Sheet.
- Camp Election Policy and Procedures.

# Camp Monthly Meeting Planning Sheet/Sign-Up Sheet (Suggested)



## Camp Monthly Meeting Planning Sheet/Sign Up Sheet (Suggested)

To Assist with Annual Planning

(Not all Camps will need to use all of these columns because they do not rotate all assignments listed.)

Camp Name:		Date Each Month:						Time:
Month	Date	Location/Host	Refreshments <i>(optional)</i>	Outreach Minute*	History	Artifact	Lesson	
September								
October								
November								
December								
January								
February								
March								
April								
May								

\*The Outreach Minute is a brief one-minute report on an outreach activity experienced by any Camp Member or Associate. Each month, one individual presents an outreach experience. Assignments are made on a sign-up sheet may facilitate taking turns.

Camp Captain

# Camp Monthly Meeting Conducting Template



Camp Captain

Camp: \_\_\_\_\_

Date: \_\_\_\_\_

- Meeting Called to Order** (1 minute): Camp Captain \_\_\_\_\_
- Thought and Prayer** (2 minutes): Chaplain \_\_\_\_\_
- Quote and Pledge** (2 minutes): Parliamentarian \_\_\_\_\_
- Theme Song** (3 minutes) *Daughters of Utah Pioneers*, page 158, *Salute to Our Utah Pioneers*, page 321, or "*Utah Pioneers*," (Pioneer Song Contest Collection): Camp Music Leader \_\_\_\_\_
- Read and Approve Minutes** (3 minutes): Secretary \_\_\_\_\_  
Approved as read \_\_\_\_\_ Approved with corrections \_\_\_\_\_
- Financial Report** (1 minute): Camp Treasurer \_\_\_\_\_
- Announcements and Business** (3 minutes): Camp Captain \_\_\_\_\_  
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- Outreach Minute** (1 minute): \_\_\_\_\_
- Pioneer or Locality History** (10 minutes): \_\_\_\_\_
- Pioneer Song for the Month** (5 minutes): Camp Music Leader \_\_\_\_\_
- Artifact or Museum Story** (3 minutes): \_\_\_\_\_
- Lesson Presentation** (25 minutes): \_\_\_\_\_
- Adjourn**

# Camp Board Meeting Agenda - Sample



Camp: \_\_\_\_\_

Date: \_\_\_\_\_

1. **Call to Order** - Camp Captain
2. **Prayer** - Camp Chaplain
3. **Minutes** - Camp Secretary
4. **Financial Update** - Camp Treasurer
  - a. Checking account balance
  - b. Budget items
  - c. Camp Annual Financial Review (end of DUP fiscal year)
  - d. Satellite Museum Annual Financial Review (if applicable)
5. **Announcements** - Camp Captain
  - a. Company Leadership Training Seminar
  - b. ISDUP calendar items
  - c. District Convention
  - d. Jubilee
  - e. Museum, cabin, cemetery, and marker announcements/assignments (if applicable)
  - f. Company Sponsor visits and information
6. **Camp Business** - Camp Captain
  - a. Calendar and goals
  - b. Monthly Camp meetings
    - Standing date and time each month; possibly opening/closing/holiday socials
    - Location(s)
    - Lesson
    - History
    - Artifact
    - Refreshment assignments
  - c. Camp Roster, Dues, Statistical Report, Financial Review(s) (Camp and Satellite Museum) deadlines
  - d. Elections - Camp elections in even numbered years
  - e. Recruitment of new Members and Associates
7. **New Members** - Camp Registrar
8. **New Histories Submitted** - Camp Historian
9. **Outreach** - Camp Outreach Leader
10. **Other Business** - Camp Captain/Board Members
11. **Adjourn** - Camp Captain