

June 2014



**Alpine Club of Canada – Vancouver Island Section  
Summer Camp Committee  
*Terms of Reference***

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**Purpose**

The purpose of the Summer Camp Committee (SCC) is to oversee and coordinate all aspects of the summer camps, to ensure safe and enjoyable camps that fall within a specified budget.

**Governance**

1. SCC members are approved by the Executive, and will be limited to five members at any one time. A minimum commitment of one year is expected. Members are expected to live in or near Victoria given the need for face-to-face meetings and actions related to the summer camp inventory and planning.
2. The SCC will appoint a team lead / chair who will provide progress reports to the Executive and, when necessary, recommendations for Executive decision. The chair will also coordinate the activities of the SCC.
3. The SCC will record and maintain a log of key action items, decisions, and recommendations for Executive.
4. The SCC will meet approximately monthly, and two weeks before each Executive meeting, as needed.
5. SCC decisions will be made by consensus where possible and majority vote if necessary.

**SCC Roles and Responsibilities**

**1. Inventory:**

- a. Maintain and update an inventory of equipment, including its current state of repair and location.
- b. Replace and / or repair equipment as needed:
  - i. Replace consumable items (e.g. propane gas, paper towels, etc.)
  - ii. Make decisions on acquiring permanent equipment up to \$500.00 per annum
  - iii. Take recommendations to the Executive for equipment purchases over \$500.00 per annum.

- c. Oversee inventory budget and integrate with larger summer camp budget / revenue.
- d. Keep a record of equipment weights (for helicopter flights).
- e. Ensure equipment is clean, packed, and stored at the end of the season, ready for immediate use the following year.

**2. Budget:**

- a. Estimate cost per person for summer camp participation: the camp fee to be based on anticipated helicopter costs plus materials and to be the same for all participants whether or not they feel they can hike into the area.
- b. Collect summer camp participants' fees.
- c. Coordinate with ACC-VI Treasurer for any advance deposits required.
- d. Confirm bookings and fees paid/due with Treasurer.
- e. Maintain record of funds received and expenditures.
- f. Profit or loss adjustments will be based on the following principles:
  - i. Refunds will be provided to participants equally if excess funds allow a refund of 5% or greater of the original fee.
  - ii. Excess funds that are less than 5% of the original fee will be added to the reserve summer camp fund to support future camps and the acquisition of new materials as required.
  - iii. In the event of unforeseen and unanticipated costs in excess of the estimated summer camp fee, these costs will be met by the reserve summer camp fund.

**3. Planning and Logistics:**

- a. Make recommendations for location of summer camps (with input from members, as appropriate).
- b. Coordinate with appropriate agencies and companies (e.g. BC Forest Service (road conditions) and helicopter companies (flights) for access to camp sites.
- c. Provide group and individual weight limits for fly-in camps.
- d. Develop and provide:
  - i. Guidelines for Camp Managers;
  - ii. Guidelines for Camp Participants;
  - iii. Travel details.
- e. Review completed camps with Camp Managers and update guidelines for future camps.

**4. Policy Recommendations:**

- a. Provide policy recommendations on issues as they arise and / or at the request of the Executive.
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