

# DUTIES OF CAMP UNITED WE STAND EXECUTIVE COMMITTEE MEMBERS (ECs)

Camp United We Stand (CUWS) is a community, and all communities need leaders. As a self-managed community, CUWS campers are appointed by the Board of Directors as ECs to organize and lead the Camp. CUWS' Board of Directors is legally responsible for managing and funding the Camp. It serves as the final authority, on all major decisions. But ECs are responsible for ensuring that the day-to-day functioning of Camp allows Camp members to live together as neighbors in peace.

Like every other community, CUWS includes individuals from many different backgrounds and with many different experiences and beliefs. However, all Camp members are in the same current state in their lives: they do not have safe, secure, and private housing. That's a stressful situation to be in, and that stress adds to the necessity for Camp members to show each other as much friendly cooperation as possible. ECs need to recognize that necessity and use their leadership positions for the good of the Camp as a whole. The Board will stand behind and aid ECs in every way possible, but ECs are the "first-line" managers.

Rules are important in CUWS, just as in every other community. The rules serve as a protection for campers to live in CUWS within a framework that everyone understands. That framework must operate in the same way for everyone, no matter how different individuals are. That's the only way Camp members can feel secure that they are not being treated differently than other Camp members. That's really the most important job an EC has: *ensuring that rules are enforced without discrimination.*

## **Basic duties expected of an EC:**

- Being available to campers who need to discuss a situation
- Showing friendliness to everyone, whether you like them personally or not
- Applying Conduct Rules to everyone, without partiality
- Taking care to not use your leadership position to expect others to share your beliefs
- Demonstrating knowledge of and adherence to Camp Rules and Board Rules

## **Intake of people seeking entry into Camp**

- Noting down name, former address, and other personal information on the intake form
- Having them read the camp rules and initial acceptance of them on the intake form
- Explaining that if they were admitted to Camp it would be on a one-month probationary basis, and would need to do 4 weekly check-ins with an EC regarding how things were going
- Explaining need for regularly-paid maintenance fees
- Running background checks
- If background checks are satisfactory, notifying Board member to formally admit person, and asking camp clerk to make 2 copies of the intake form for the board

## **Setting up, posting, and administering the Security Desk schedule**

- Determining who is exempt from serving on the Security Desk
- Notifying who is next to serve, according to the schedule
- Taking action if the camper does not appear for their spot in the schedule and taking their spot or recruiting someone to fill it
- Arranging for a camper to substitute extra chore, etc. for a security shift

### Running the Camp Meetings

- Determining the Agenda per week's events, talking with campers and Board Member(s)
- Keeping the Meeting on schedule and proceeding calmly
- If Kitchen, Tent or other Coordinator or Camp Clerk positions are open, ask for volunteers (and facilitate discussion and voting if there is more than one candidate)

### Investigating rules violations and issuing sanctions with other ECs

- Passing out an Incident Report Form to someone complaining about or observing a rule violation
- Reviewing Incident Report with all other ECs
- Determining if some sanction or bar is needed and signing Bar Form if it is
- Giving two copies of paperwork to the board
- Serving the bar form to the camper sanctioned
- Making sure they leave and stay away for the bar
- Seeking help from other ECs, board members if necessary
- As a last resort, calling police for assistance if necessary for personal safety of self or other campers (e.g., to make sure a bared camper leaves if they refuse to leave or if there is a threat of violence)

### Consulting with other ECs and Board regarding possible temporary or permanent bars

### Addressing any disruption of neighborhood peace by Camp members

### Ensuring that Camp is physically arranged according to Fire Department rules