

Terms of Reference – Campground Committee

1. Purpose

The Campground Committee is established by the Board of Directors to maintain, improve, and enhance the LVCC Campground in order to increase its value, safety, appeal, and financial sustainability for the benefit of the Society and the community.

2. Mandate & Responsibilities

The Committee is responsible for:

- Site Maintenance & Beautification: Cleaning, leveling, and gravelling campsites as needed; removal of stumps, dead trees, and shrubs; general beautification and landscaping.
- Facility Management: Overseeing the daily operation, cleanliness, and minor maintenance of the shower house and laundry facilities.
- Rate Recommendations: Annually review and recommend campground rates and adjustments to the Board for approval.
- Value Enhancement: Identify and propose projects that increase the long-term value and attractiveness of the campground.
- Record Keeping: Maintain clear records of all decisions, work completed, and recommendations.

3. Authority & Limitations

- The Committee has **delegated authority** to carry out routine maintenance, cleanup, and beautification work within its capacity for safety and in cooperation with the groundskeeper.
- The Committee may proceed with approved projects as it sees fit, provided all decisions and expenditures are properly documented.
- The Committee is **unfunded** and has no independent budget. It may identify needed expenses and request funding from the Board. All expenditures are at the Board's sole discretion.
- The Committee has **no direct authority** over groundskeeping staff, campground staff, or any personnel hired by the Manager. All such staff report to the Manager.
- The Committee does **not** have authority to enter into contracts, hire staff, or make decisions that commit the Society to anything without explicit Board approval.
- Any proposed **change of scope**, major projects, or significant initiatives must be submitted to the Board for prior approval.
- Any **complaints** or concerns regarding staff, operations, or the campground must be referred to the Board for resolution.

4. Reporting & Accountability

- The Committee shall provide a written report to the Board at every regular Board meeting (or more frequently if requested).
- All meeting minutes, decisions, work records, and funding requests must be documented and available to the Board upon request.
- The Committee operates under the direction of the Board and must comply with all LVCC Policies and Bylaws.

5. Membership

- Minimum 3 and maximum 7 members.
- At least one current Board member shall serve on the Committee.
- Members are appointed by the Board and may include community volunteers.
- The Committee may elect its own Chair.

6. Meetings

- The Committee shall meet as needed, but no less than quarterly.
- Meetings shall be documented with minutes.

7. Term

This is a standing committee. Its Terms of Reference will be reviewed annually by the Board or as needed.

Approved by the Board of Directors Date: May 10, 2026