

Golden Lake Camp

"Connections"

Application Form

Golden Lake Camp “Connections” Application Form

Thank you for your interest in Golden Lake Camp....

This application form is really just *your indication of interest* in serving GLC in particular capacities or positions, and is a *multi-purpose form*. It is, first of all, the path to becoming a Corresponding Member. Beyond that, it helps the Nominating Committee in their search for the best-qualified people to nominate for election to positions such as as Board Directors and members of Standing Committees. Please complete this form and return it to any member of the Nominating Committee. Submissions for currently-filled roles will be accepted only during the application period (November 15-December 15); vacant roles can be applied for at any time.

You may complete the relevant sections of this form if you would like to serve Golden Lake Camp in one of the following ways:

- [1] Become a first-time Corresponding Member of the Board of GLC (an introductory non-voting position); *or*
- [2] Be nominated for a two-year term as a Board Director, after completing one year of active participation as a Corresponding Member ; *or*
- [3] Be nominated for a second or third two-year term as a Board Director, if you are currently a Director and your term is ending; *or*
- [4] Indicate a new or particular interest in a Standing Committee, including the Executive Committee, if you are currently a Board Director; *or*
- [5] Serve as a qualified volunteer on one of the Board’s Standing Committees.

[Note: You may indicate an interest in more than one option, and may possibly qualify for both of them, or whichever one the Nominating Committee nominates you for.]

Duties of Corresponding Members, Board Directors, and Board Committee members include the following:

- [1] Faithfully serving and attending the majority of formal Board or committee meetings as required, with opportunity for position renewal based on the Board application process;
- [2] Actively aiming to improve camp culture and the effectiveness of the committee you are participating in;
- [3] Looking for opportunities to grow the camp and foster an atmosphere of team-work, encouragement, and effective communication.

Please note: a *Confidentiality Agreement* and *Code of Conduct* must be signed in order to qualify for and retain Board Membership or Corresponding Membership. Applicants who do not sign these forms will not be accepted for membership. Copies of both documents are attached to this application, and if you have not already completed them, you must sign and submit them with this application.

Please check off one or more options to indicate your interest/availability (the Nominating Committee can figure it out if you check more than one):

- [1] **“Corresponding Member” application:** I am interested in becoming a Corresponding Member of the Golden Lake Camp Board, as indicated below. If my application is approved, I understand my Corresponding Membership would last for 12 months.
- [2] **New Board of Directors Membership:** I am not a current member of the GLC Board of Directors (either never have been, or have been absent from the Board for at least one year). I have been a regularly-attending Corresponding Member for at least the past year. I am available for nomination for the position of a Board Director for a two-year term, and for nomination to become or continue on as a member of one or more Standing Committees of the Board, as I have indicated below.
- [3] **Renewal of Board of Directors Membership:** I am a current member of the GLC Board of Directors, and am available for nomination for a second or third two-year term of that membership, and for nomination to become or continue on as a member of one or more Standing Committees of the Board, as indicated below.
- [4] **Membership on a Standing Committee:** I am a current and continuing member of the GLC Board of Directors, and have been serving as a member of a Standing Committee. I am now available for nomination to *either* the same Standing Committee; *or* to a different (and/or possibly additional) Standing Committee; *and/or* to a position on the Executive Committee, for the coming year, as I have indicated below.
- [5] **Volunteer Status on a Standing Committee:** I am not currently a Board of Directors member, but am available for nomination as a volunteer member of a Standing Committee of the Board, as indicated below.

Please fill in your information:

Name: _____

Home address: _____

City: _____

Phone Number (s): _____

Preferred Email Address: _____

Employer Name: _____

Current Position: _____

Questions we would like you to answer....

1) **New Applicant:** Why do you want to serve on the Board at Golden Lake Camp as a Corresponding Member, Board of Directors member, or member of a Standing Committee?

OR

Current Board Director: Which position are you applying for, and why?

2) **For New Applicants only:** Explain your present and/or past volunteer or Board-level experience:

3) **Explain your related professional and employment experience:**

4) **How do you think your education, training, experiences and service for God can best be utilized on the Board to further Golden Lake Camp’s ministry?**

5) **Any Additional Information:**

NOTE: Please contact the Nominating Committee if you need to confirm current vacancies.

Now please check off or circle which role(s) you are interested in. Please read over expectations for each position, as described elsewhere in the *Making Connections With GLC* document. Note that various committees have roles such as “lead,” “coordinator,” “chair,” etc., and be sure you understand what responsibilities you are applying for.

If you are applying to be an *unofficial* “volunteer” on a Committee (not a full voting committee member), which Committee did you have in mind? _____

If you are applying to be a Board Director, and an “official” voting member of a committee, which of the following positions are you willing to be nominated for?

Personnel Committee: Lead *or* Coordinator

Fundraising Committee: Lead *or* Coordinator

Policy Committee: Lead *or* Coordinator

Marketing & Communications Committee: Lead *or* Coordinator

Site Management & Property Committee: Chair *or* Coordinator

Executive Management Committee: Chair *or* Vice-Chair *or* Secretary *or* Treasurer

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If I am nominated and elected to the Board of Directors and/or to a Camp Board Committee, I agree to further the objects of the camp and abide by the requirements of its bylaws.

Signature: _____ Date: _____

Please also sign and return the attached Code of Conduct and Confidentiality form, below (attached), if you have not already done so.

We appreciate your interest in becoming a Board of Directors or Board Committee Member. The Nominating Committee will review your application and be in contact with you.

Please either mail or scan and email the completed application to

**Kevin Moratz
545 Hazley Bay Dr
Pembroke ON K8A 6W2**

Or: kevinmoratz@gmail.com

Code of Conduct & Confidentiality Agreement

The Code of Conduct applies to all Golden Lake Camp positions – Board positions, hired employee positions, and volunteer positions. Additionally, all individuals on the Board, hired, or acting as volunteers must sign the **Confidentiality Agreement**, which follows this document below. Both the Code of Conduct and the Confidentiality Agreements must be signed in order to retain Board membership, Board meeting participation, or employment. If an applicant chooses not to sign either document, their application will not be accepted. Board Members who choose not to sign either document will not be allowed to attend meetings.

Code of Conduct

Policy brief & purpose

Our Code of Conduct policy refers to the expectations of Golden Lake Camp (referred to as “GLC”) regarding any hired or Board individual’s behavior towards others within our organization. Although we promote freedom of expression and open communication practices, all employees are still obliged to follow a code of conduct. It is essential to avoid giving offence, participating in serious disputes, and disrupting our general working environment. It is also important to be a well-organized, respectful and collaborative environment.

Scope

This policy applies to all current employees, Board Members and Volunteers (referred to as “individuals”), and all individuals are obliged to know and follow the Code of Conduct.

Compliance with Law

All individuals must protect the organization’s legality. Legal guidelines refer to all environmental, safety and local laws. In addition to these, all individuals are obliged to refrain from unlawful or offensive behavior against the organization where its finances, partnerships or public image are concerned.

Respect in the Workplace

All individuals are obliged to behave in a respectful manner towards their colleagues and strictly refrain from any kind of discriminatory behavior, harassment or victimization. This applies to all aspects of our working environment from the recruitment and evaluation processes to interpersonal relations between others. The organization has no tolerance for this kind of behavior and disciplinary actions will be taken when appropriate.

Protection of GLC’s Property

All individuals should treat GLC’s property, whether material or intangible, with respect and care.

GLC's equipment must not be misused or used frivolously. All such items are to be respected and used only within the rights accompanying the duties of each position.

Professionalism

All individuals must abide by certain rules that show integrity and high quality professionalism while executing their duties in our working environment. The following include GLC's expectations from all individuals:

M Job duties and authority

All individuals must pay attention to their duties and fulfill them with integrity and respect towards our camp community. Those managing others are prohibited from abusing their authority, but are expected to delegate duties to their subordinates with respect to their competences. Mentoring and motivating are actively encouraged. All individuals are expected to follow their supervisor's instructions and execute all of their duties as assigned with skill and in a timely manner. Ultimately, each individual is responsible to the Board, through the Executive Management Committee.

M Collaboration

All individuals are expected to maintain a climate of friendliness and harmony and endeavor not to disrupt the general working environment for the execution of their duties or present obstacles to the work of others. It is important to respect others' work and efforts. All individuals are encouraged to work collaboratively when applicable.

M Communication

All individuals must be open for communication with others. It is important that any person can refer to another so that their work as well as work conditions can be as productive and problem-free as possible.

M Policies & Confidentiality

All individuals are obliged to be aware of and follow all the established policies that have been created by the organization and apply them appropriately. GLC's confidentiality agreement needs to be signed by all individuals.

Disciplinary Actions

Failure to comply with any part of the Code of Conduct's guidelines will result in appropriate disciplinary action. The party responsible for non-compliance will be subject to repercussions that vary in regards to the severity of the violation. For summer staff under supervision of the Summer Staff Director, the "Dismissal from Employment" policy will be followed (a copy can be made available). For other hired positions or Board Members, possible consequences may include reprimand or termination from your role for more serious offences. The Personnel Committee jointly with the Executive Management Committee will determine such course of action as required for all Board positions.

Acknowledgement:

I acknowledge the above Code of Conduct and agree to adhere to its principles.

Name: _____

Signature: _____

Witness: _____

Date: _____

Confidentiality Agreement

Policy Number: 001-A

Category: Personnel/Conduct

Reviewed and Approved by the Board of Directors: Oct. 15, 2016

Both the code of conduct and confidentiality agreements must be signed in order to retain Board membership, attend meetings, or retain employment.

Oath of Confidentiality

- A. All employees, students, volunteers and members of the Board of Golden Lake United Church Camp shall regard as confidential, the following:
- Registration files and information pertinent to children, and their families who have been, or are presently patrons of Golden Lake Camp, or have been referred to Golden Lake Camp.
 - Business matters of Golden Lake Camp
 - Personnel matters of Golden Lake Camp
 - Financial matters of Golden Lake Camp
- B. Such information shall not be disclosed except as legally required by the laws of Canada and/or Ontario, or as permitted by written authorization from the child, parent(s), or guardian.
- C. Breach of confidentiality is understood as providing identifying information to anyone who is not legally authorized to have such information. It is considered grounds for disciplinary action.
- D. Employees, students, volunteers and members of the Board are required to sign an oath of confidentiality in recognition of their knowledge of, and commitment to, this policy.

Acknowledgement:

I acknowledge the above Confidentiality Agreement and agree to adhere to its principles.

Name: _____

Signature: _____

Witness: _____