

**POLICY MANUAL
GEORGIA CAMPERS ON MISSION**

Actions, procedures, and customs followed over time and as a matter of course in the business and activities of Georgia Campers on Mission shall be viewed as Policies of the organization and shall be recorded in this manual for the information of all members.

JOB DESCRIPTIONS

All officers and committee members of Georgia Campers on Mission shall serve in the capacity outlined in the Georgia Campers on Mission Constitution and Bylaws. The specific duties of each office are listed below:

PRESIDENT

- Shall ensure that the plan and purpose of GA COM is carried out in accordance with the constitution and bylaws and any official actions of the membership and Executive Committee.
- Shall be responsible for maintaining an accurate and complete copy of the GA COM Constitution and Bylaws and Policy Manual.
- Is expected to attend and preside over all state rallies while in office.
- Shall preside at all business meetings in accordance with the procedures described in *Roberts' Rules of Order*.
- Shall call a meeting of the Executive Committee at least once a year at least 2 months prior to the spring state rally and shall call other meetings as necessary.
- Shall coordinate the planning of state rally programs.
- Is encouraged to attend the COM National Rally while in office.
- Shall be an ex-officio member of all committees.

VICE PRESIDENT

- Shall carry out the duties of the President in his/her absence, in a manner consistent with the wishes of the President, to the extent possible.
- Shall make every effort to meet and “get to know” all members, promoting fellowship, worship, witnessing and active participation in work and service projects of Campers on Mission.
- Shall send each new member a “New Member Packet” containing the materials prescribed by the Executive Committee.
- Shall strive to assist the President in all matters so assigned.
- Shall be expected to attend all state rallies and other significant activities and functions, health and welfare permitting, while in office.
- Should attend all Executive Committee meetings, taking an active part in the promotion, planning and coordination of GA COM activities.

SECRETARY/TREASURER

- Shall keep the minutes of all GA COM business meetings and Executive Committee meetings.
- Shall work closely with the President and Executive Committee in the preparation and distribution of official GA COM correspondence.
- Shall work with the President and Newsletter Editor to maintain an accurate roll of active and associate members of GA COM.
- Shall maintain a Skills Database of the skills and interests of the members, and shall provide other officers with information from that database as necessary.
- Shall endeavor to make the President, Vice President and Chaplain aware of any family crises as directed by chapter policy, or in the absence of policy, by the President or Chaplain.

- Shall upon receipt of a new member application, notify the President, Vice-President, and Newsletter Editor of the new member's name and address information.
- Shall receive, appropriately distribute, and file Mission Report forms from the membership.
- Shall receive, preserve, and pay out upon proper authority all money or things of value paid or given to GA COM, keeping at all times an itemized account of all receipts and disbursements.
- Shall keep all books up to date and shall give an up to date printed report of all expenses and income at the spring state rally during the regular business session.
- Shall be responsible for selling all items the GA COM has to sell and shall keep the inventory. All funds from sales shall be kept separate from the other funds to be available to replace stock as necessary.
- Should attend all Executive Committee meetings, taking an active part in the promotion, planning and coordination of GA COM activities.

CHAPLAIN

- Shall strive to be aware of the need for prayer and other spiritual support within the GA COM membership, responding as appropriate within available means to communicate, comfort, and assist.
- Shall be responsible for planning and obtaining speakers for the Sunday morning worship and all other spiritual activities at the state rallies.
- Shall consult with the President and Music Director in the planning of all state rally programs.
- Shall provide training opportunities to the members in conducting witnessing and other spiritual activities.
- Should attend all Executive Committee meetings, taking an active parting the promotion, planning and coordination of GA COM activities.

PUBLIC RELATIONS OFFICER

- Shall develop, coordinate, and direct the GA COM public relations program as directed by the President and Executive Committee.
- Shall develop programs and procedures regarding press relations such as news releases and feature articles and arranging interviews between GA COM members and members of the press.
- Shall assist in developing and maintaining a program and materials to be used in presenting Campers on Mission to churches and other interested groups.
- Shall provide assistance and training to GA COM personnel in writing speeches, preparing letters, and drafting articles which are to be made public.
- Should attend all Executive Committee meeting, taking an active part in the promotion, planning and coordination of GA COM activities.

MISSIONS COORDINATOR

The Missions Coordinator shall be responsible for selecting mission projects, planning dates for the group to be involved and keeping up with the results of the projects. The responsibilities shall include:

- Consult with the District Directors or their designee on projects in their districts.
- Discover mission projects.
- Present projects at each state rally.
- Coordinate the projects.
- Recruit a leader for each project to coordinate with the local director and to ensure that all the necessary tools and materials are available to complete the project.
- Keep the Newsletter Editor and Public Relations Officer aware of the status of all projects.
- Should attend all Executive Committee meetings, taking an active part in the promotion, planning and coordination of GA COM activities

DISTRICT DIRECTOR

The District Directors' duties are described in Section 1 of the bylaws plus any duties imposed by their district. They should attend all Executive Committee meetings, taking an active part in the promotion, planning and coordination of GA COM activities.

MUSIC DIRECTOR

- Shall plan and direct the music portion of the program of state rallies.
- Shall be responsible for selecting guest and member talent to perform at state rallies
- Shall consult with the President and the Chaplain in the planning of all state rally programs.

NEWSLETTER EDITOR

- Shall compile, have printed, and distribute a GA COM newsletter at least 4 times each year.
- Shall edit submissions to eliminate redundant information and insure best use of available space.
- Shall work with the Public Relations Officer to promote GA COM activities.

FOOD COMMITTEE

The Food Committee is responsible for planning and coordinating meals and refreshments at state rallies and other appropriate statewide events.

- Meals include covered dish suppers on Friday and Saturday nights of state rallies.
- Refreshments are to be available at all fellowship opportunities at state rallies.
- The committee shall provide a selection of drinks and cups at each meal and should have a few setups of dinnerware for guests.
- COM members are responsible for providing their own dinnerware and food items as determined by the committee.

SITE COMMITTEE

The Site Committee is responsible for recommending to the Executive Committee the places and making the necessary arrangements with campgrounds where rallies are to be held. The Site Committee shall operate under the following guidelines:

- Observe the Policy for Rally Site Qualifications when selecting a rally site.
- Make an "on the ground" inspection of the candidate campground to insure its acceptability for a GA COM state rally.
- Present the site recommendation to the Executive Committee at least 9 months before the rally.

RALLY SITE QUALIFICATIONS

The Site Committee shall endeavor to find a site for a statewide rally that meets the following criteria:

- Sufficient full hookup sites.
- Heated and air conditioned space to accommodate at least 100 people comfortably for meals and meetings.
- Adequate kitchen facilities for the communal meals.
- Smaller facilities to accommodate seminars.

FUNERAL FLOWERS

The Secretary/Treasurer of Georgia Campers on Mission shall be responsible for honoring a deceased Georgia Camper on Mission member or immediate family member by sending an appropriate floral tribute to the funeral or purchasing Gideon Bibles in the deceased's memory. Immediate family shall be defined as parent or child.

SALES AT COM SPONSORED EVENTS

The secretary/treasurer will have a selection of official Campers on Mission clothing and other items for sale at cost at all statewide rallies and may make the items available at district rallies, work projects, etc. It shall be the policy of Georgia Campers on Mission to discourage any other sales activities at events sponsored by Georgia Campers on Mission. If there are exceptional circumstances, and if they are approached in a timely manner prior to the event the Executive Committee may approve sales.

NEWSLETTER ADVERTISEMENT

Because Georgia Campers on Mission does not want to be placed in a position of appearing to endorse any commercial product, commercial advertisement shall not appear in the newsletter.

