



# Frontier Lodge

## Prospective Board Member Information Package

**Thank you for your interest in a role on the Frontier Camping Society Board of Directors!**

In this document you will find:

1. A primer on our **Core Purpose, Values, Goal, & Strategies**
2. An overview of the **Board Composition, Officers, Duties, Term, and Committees**
3. A summary of **Board Member Expectations**
4. Our **Statement of Faith**
5. **Prospective Board Member Information**, where you tell us more about yourself.

Let me be upfront here, the pay for Board Members is miserable (spoiler: there is no pay!). Yet, when it comes to advancing the Kingdom of God within our culture you will find that it is an avenue for your time, energy, and skills that makes a profound and meaningful impact.

I sincerely appreciate and welcome your interest in taking a leadership role in this unique ministry and I look forward to your questions and feedback when you have had a chance to review and consider this information. If by the end of this process it seems that a Board position is not a great fit, we invite you to consider other ways to get involved: volunteering on one of our committees, being a financial donor, a participant in our programming, a cheer leader spreading the word about Frontier Lodge, and/or a much-needed prayer warrior boosting us on from the sidelines.

If you have digested this information package and are interested in moving forward to the next step please send a filled in copy of the Prospective Board Member Information section to myself using the contact info below.

Yours truly,

Jeff Sutherland  
Chair, Frontier Camping Society Board of Directors

Cell: 780-862-5397  
email: sutherland.jeffery@gmail.com

*P.S. Though this is an unpaid volunteer role, Board Members and their families DO receive a discount on any of Frontier's programs, products, or services!*

## **1. Core Purpose, Values, Goal, & Strategies**

Frontier Camping Society operates a year-round outdoor adventure centre that currently provides:

- Facility rental and adventure programming for private groups
- Facilities and adventure programming for Prairie College's Explore Program and Christian Formations Program
- Events such as Fat Tire Festival, Intro to Ice Climbing, and Womens Retreats
- Summer Adventure Camps, Indigenous Camps, and Leadership Development Camps for families and youth ages 11 – 17

**Core Purpose:** Our core purpose is to inspire people to experience and know the Goodness of God

**Core Values:**

- We value missional community where Christ is our standard and hope.
- We value each individual we come in contact with
- We value experiences in the outdoors that connect us to our Creator

**Envisioned Future / Primary Strategic Goal:** To become the premier provider of transformational outdoor adventures.

**Core Strategies:**

- "You Belong Here" Hospitality
- Transformational, not merely transactional, Adventures
- Excellence in Outdoor Leadership
- Commitment to Safety: Physical, Emotional, Spiritual
- "Door to Door" planning, packages and support for group leaders

**Primary Customer:** Inspired group leaders who see the value of outdoor adventure programming for their group. Ideal groups are ages 11-24, 30-50 participants in size and stay 3 days or longer.

## **2. Board Composition, Officers, Duties, Term, and Committees**

**Composition:**

The Board of Directors consist of a minimum of six (6) persons including the Executive Director, with the maximum to be established in the bylaws.

**Officers:**

The officers of the Society shall consist of:

- a) Chair - The Chair of the Board shall preside at all meetings of the Board and the Membership, and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the affairs of the Society.
- b) Vice-Chair - In the absence or disability of the Chair, the Vice-chair shall perform all the duties of the Chair
- c) Secretary - The secretary shall keep, or cause to be kept, a book of minutes, at the principle office, of all meetings of the membership and the Board of Directors.
- d) Treasurer - The Treasurer shall have custody of all Society funds and securities and shall cause to be kept in books belonging to the Society a full and accurate account of all receipts and disbursements, and shall ensure that an annual independent review of these books takes place.

A position can also exist as Secretary/Treasurer if necessary. The Executive Director shall not be an Officer.

**Duties:**

- The Board shall appoint, evaluate and have power to dismiss the Executive Director.
- The Board shall have power to conduct, manage and control the affairs and programs of the Society and to make rules and/or regulations not inconsistent with the laws of the Province of Alberta and the bylaws of this Society.

- In the event of a vacancy, the Board may, by unanimous vote, appoint a member to fill the position until the next Annual Meeting.

#### **Elections and Dismissals:**

- Elections: The Board shall be elected out of the Membership at the Annual Meeting, with their terms of office to be determined in the bylaws.
- Dismissals: Dismissal of a Board Member shall be by a three fourths (3/4) vote of the Membership in attendance at a duly called Membership meeting.

#### **Committees:**

Committees may change in response to changing needs of the organization, and presently include:

- Governance Committee responsible for enhancing the strength and leadership capacity of the Board and Society, hiring and releasing of the Executive Director.
- Finance Committee responsible for overseeing the finances, taxes, and annual budget of the Society.
- Site & Equipment Committee responsible for overseeing the site and equipment requirements of the Society.
- Marketing, Events, and Fundraising Committee responsible for planning and execution of fundraising events as well as the development of donor relationships.
- Prairie Partnership Committee responsible for enhancing and strengthening the strategic partnership between Frontier Camping Society and Prairie College.

### **3. Expectations of Board Members**

This description of expectations is an expression of good faith and provides a common ground from which board members can operate. Additional information on organizational mission and board responsibilities is contained in the board orientation materials and bylaws.

- Attend regular meetings of the board and be accessible for personal contact in between board meetings. Typically there is one board meeting every month consisting of:
  - Two, one day meetings at Frontier. One of these is Frontier's AGM in the fall, and the second is the board retreat in the spring. These meetings are typically on a Saturday.
  - Three in person meetings. These are held on a week night, include supper, and are usually held in Edmonton.
  - Six, one and a half hour conference calls held on a week night.
  - The board meetings alternate between in person and conference call. There is no meeting in December and both July and August are conference calls. Meeting frequency may change based on special circumstances.
- Provide leadership to board committees. Each board member is expected to serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completion time.
- Commit time to developing financial resources for the organization. This includes making a personally meaningful financial gift as well as supporting other fund development activities of the organization in a manner appropriate for board members.
- Responsibly review and act upon committee recommendations brought to the board for action.
- Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
- Participate in the annual board member self-review process.
- Participate in board development and planning retreats as they are scheduled.
- In general, utilize personal and professional skills, relationships and knowledge for the advancement of the organization.
- Term length is three years with a limit of two consecutive terms before the board member must step down for one year.

**4. Statement of Faith:**

- We believe that the Bible is the inspired, the only infallible and authoritative Word of God.
- We believe that there is one God, eternally existent in three persons, Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, and in His bodily resurrection, in His Ascension to the right hand of the Father, and in His personal visible return in power and glory.
- We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the spiritual unity of believers in Christ.

## **5. Prospective Board Member Information**

Name:

Phone:

Email:

Mailing address:

Please answer the five questions below in 250 words or less each.

1. Why are you interested in being part of the Board of Directors?
  
  
  
  
  
2. Please describe any experiences you've had working as a volunteer, or being a member of a board or committee.
  
  
  
  
  
3. Please describe any experiences you've had working or volunteering in a Christian ministry.
  
  
  
  
  
4. Are there any skills or experiences beyond what you have shared so far that you would be excited to bring to the Board?
  
  
  
  
  
5. Do you have any concerns with signing our Statement of Faith?

Please provide up to two references. If possible, your reference(s) should provide a character reference that can attest to your experience in Christian ministry, and/or speak to the skills and experiences you bring to the Board.

Reference #1 Name:

Contact info:

Relationship:

Reference #2 Name:

Contact info:

Relationship: