

**ACA - IL Section  
Education and Membership Committee  
Job Description**

**Responsible to:** ACA - IL Section Board

**Task:** Provide a variety of educational programs for camp leaders. Develop and implement a program for membership recruitment and retention.

**Job Description:**

1. Plan and implement a variety of educational programs for camp leaders.
2. Look for opportunities to coordinate and promote educational opportunities with other ACA sections and allied organizations.
3. Develop and implement a program to recruit new Section members.
4. Develop and implement a plan to retain members.

**ACA - IL Section  
Standards Committee  
Job Description**

**Responsible to:** ACA - IL Section Board

**Task:** Ensure the implementation of an effective camp accreditation program in fulfillment of the Section's charter requirements.

**Job Description:**

1. Educate camps and camp leaders about the Standards program.
2. Recruit and train Standards instructors, visitors and associate visitors.
3. Prepare camp leaders for accreditation visits.
4. Assign visitors to make accreditation visits.
5. Receive reports from the National Standards Board and make recommendations to the Section board regarding the accreditation status of camps.
6. Hear any appeals of camps seeking accreditation.

**ACA - IL Section  
Public Relations and Public Policy- Committee  
Job Description**

**Responsible to:** ACA - IL Section Board

**Task:** Communicate the value of camp to parents and the general public. Advocate with governmental agencies and legislators regarding legal, policy and regulatory issues impacting camps in Illinois.

**Job Description:**

1. Develop and implement a plan for communicating the value of camp to parents and the general public.
2. Work with the staff to respond to media requests for information about camps and camp programs.
3. Monitor governmental policies and practices that may impact camp programs and operations.
4. Advocate with governmental agencies and legislators regarding legal, policy and regulatory issues impacting camps.
5. Keep camp leaders informed about public policy issues impacting camps.

**ACA - IL Section  
Finance and Grants & Funds Committee  
Job Description**

**Responsible to:** ACA - IL Section Board

**Task:** Develop and recommend financial policies and practices for the Section. Monitor and recommend policies for the use of restricted funds held by the Section.

**Job Description:**

1. Develop and recommend financial policies and practices for the Section.
2. Work with the staff to recommend an annual budget to the board.
3. Monitor the financial performance of the Section and recommend adjustments to the board as needed.
4. Monitor and recommend policies for the use of restricted funds held by the Section.

**ACA - IL Section  
Fundraising Committee  
Job Description**

**Responsible to:** ACA - IL Section Board

**Task:** Raise funds in support of the Section's\_ annual budget and the Russell W. Hogrefe Fresh Start campership fund.

**Job Description:**

1. Plan and implement an annual fund raising- strategy for the Section in support of the annual budget.
2. Plan and implement a strategy for increasing the amount of money in the Russell W. Hogrefe Fresh Start Fund.
3. Coordinate fundraising efforts with the national ACA organization.
4. Coordinate fundraising efforts with Section partners who also raise campership funds.