



Gilmont's Mission is to offer a place where people can grow in mind, body, and spirit by experiencing God's love.

**Gilmont Camp and Conference Center
2020 Information Packet for Prospective Board Members**

Contact Information

Camp Office: (903)797-6400

6075 State Hwy. 155 North Gilmer, Texas 75644

info@gilmont.org

www.gilmont.org

Table of Contents

Letter from the President	3
Vision and Mission	4
Gilmont's History	5
Board Member Job Description and Duties	6
Board Member List	10
Gilmont Standing Committees	11
Gilmont Staff	12
Potential Board Member Assessment	13

Dear Prospective Board Member,

Let me start by thanking you for interest in the Gilmont Camp and Conference Board of Directors. We are excited about getting to know you better and talking with you about the Board's projects and needs. Chances are you already know about at least one of Gilmont Camp and Conference Center's programs.

Gilmont relies on a small number of paid staff to handle administration and finance, event programming, development, marketing, and volunteer management. The Gilmont Board focuses on governance issues including strategic planning, financial oversight, organizational assessment, and fund development. We are currently seeking new board members who can expand our capabilities in those areas plus strengthen connections with different churches, businesses, and geographic communities that are essential to pursuing our mission. Gilmont Board members are active in everything from representing the organization at community events to reviewing financial reports and researching issues and policies in their committee work. The Board, and most of our committees, meets every other month. We communicate frequently using e-mail, debased file systems, and phone or computer-based meeting tools.

As Board members, we are custodians of the public's trust in us to fulfill Gilmont's mission. Please do not hesitate to contact me or any other members of the Board.

Again, many thanks for your interest,

Lester Caldwell

Gilmont Board President

James Hilliard

Gilmont Executive Director

www.gilmont.org

Mission Statement

Gilmont's mission is to offer a place where people can grow in mind, body, and spirit by experiencing God's love.

Vision Statement

Gilmont transforms lives by offering programs, camps, conferences, and retreats.

Gilmont has experienced growth and change for more than 75 years in, and though Gilmont is still a place of ministry, summer camps and retreats, our scope goes beyond our Presbyterian heritage in order to engage a larger Christian, corporate and secular community.

Gilmont is:

- developing new spiritual formation program offerings,
- serving special-needs campers and their families through the ministry of Circle of Friends,
- hosting retreats and conferences for various Christian organizations, family groups, as well as corporate and nonprofit entities,
- providing Outdoor School which engages public and private schools in meeting their educational goals (TEKS) for students through residential and day programs,
- helping change lives through the camp experience.

Gilmont remains a simple, beautiful site with the benefit of comfortable accommodations and a beautiful Conference/Retreat Center. The kitchen staff is committed to serving delicious meals and sees accommodating special diet needs as part of our ministry.

Our Prayer

We pray that everyone leaves Gilmont reborn, spiritually nourished, refreshed and revived, having experienced God and having been served in love.

Our Roots

At the turn of the century, Gilmont was home to a sawmill. The pond that greets guests as they enter the camp was used to cool equipment and maneuver the heavy logs. Campers may still discover a "rare rusty relic" as evidence from this time period.

As a place of ministry, Gilmont's roots run deep to the 1940's when it was acquired as a place for Paris Presbyterian members to enjoy summer camp.

On January 1, 1958, Paris Presbytery became part of the Presbytery of Northeast Texas, then later Covenant Presbytery, and eventually Grace Presbytery when 3 Presbyteries combined into one. The combined Grace Presbytery had 3 camps. Grace Presbytery later determined that the three camps were too much to administer and manage. In 1994, Gilmont was ceded by Grace Presbytery to a group of Presbyterian churches in East Texas, many with members who had grown fond of the camp as children. They formed Presbyterian Camps at Gilmont, Inc. a 501(c)(3) Corporation. Their actions

affirmed that Gilmont would continue to be a place of ministry. The corporate church membership has changed since 1994 and is still open to new membership. Since 2013, membership in the corporation has extended to be open to other Protestant denominations in the region.

Board Member Job Description and Duties & Responsibilities

My Responsibilities as a member of the Board of Directors are:

- policy making,
- evaluating, hiring and firing of the Executive Director,
- long-range planning,
- financial oversight,
- evaluation of the organization,
- participate
- fundraising,
- public relations,
- board training and development,
- advocacy in the community at large for the organization and its mission

This means that I:

- know Gilmont Camp and Conference Center's mission, purpose, goals, policies, programs, strengths and weaknesses,
- join in discussions and votes,
- understand the budget process,
- review the financial statements,
- evaluate the organization and the Board,
- review the performance of the Executive Director,
- lead, support, and participate in fundraising projects,
- serve on a committee of the board,
- represent and promote the organization in the community,
- assist Gilmont through personal commitment and contacts,
- participate in Gilmont activities in as many capacities as time allows, while fulfilling primary responsibilities to the Board

Time Commitment

I agree to participate in Board meetings (4 per year) and special sessions or retreats, serve on a standing committee or special projects committee, and attend Gilmont annual events. Most committees meet monthly. Unless there are special circumstances, I will attend two-thirds of all board meetings and miss no more than two board meetings in a row. Communication regarding absences shall go through the Board President. ("In person" attendance at meetings is encouraged, but it may also occur by phone or computer-based meeting tools.)

Committee Chair Commitment

As a part of service on the Gilmont board, I agree to identify a standing committee to serve on and to prepare myself to chair that committee. Plan with staff committee meetings and set times for the committee to meet.

Financial Commitment

I agree to contribute, according to my ability, to the Annual Fund and any other fundraising campaigns the Board may undertake from time to time. The Board is committed to showing 100% board participation in the Annual Fund. I recognize that each director assumes responsibility for fundraising and assists in identifying and evaluating prospective donors, i.e., individuals, corporations and foundations.

Communication

The Executive Director (ED) is responsible for day-to-day operations and for coordinating the activities of Gilmont's various programs. Staff members report to the ED who is further accountable to the board for their performance. For these reasons, the ED must be aware of all board/staff communications. This is most easily achieved by copying the ED on email messages between board and staff members and through regular staff reports following meetings with committees and individual directors.

Board Terms

As stated in the by-laws, directors serve for a term of three years. At the end of each term, directors who wish to stand for re-election are asked to renew their commitment. Individuals who do not meet membership expectations as determined by a performance review (described below) will be asked to step down by the President of the Board.

Officer Term

Officers serve for one year. Each officer may serve a maximum of three consecutive terms in any one position.

Leave of Absence

Where business or personal matters make it difficult to meet his or her commitment, a Board member may, with permission of the Board President, take a leave (or leaves) of absence of up to 12 months during a three-year term.

Governance and Oversight

I understand that directors are legally responsible for the organization; however, Texas law and Gilmont's by-laws indemnify directors from individual liability except in the case of gross negligence. (Gilmont maintains director and officer liability insurance coverage.) An important part of serving as a director is protecting assets and ensuring that funds are managed properly. Accordingly, I will review financial information provided prior to each Board meeting and the annual audit. I recognize that my participation in discussions of financial reports and the budget preparation process are essential duties.

Conflict of Interest

I confirm that I will not use my service for my personal advantage or for the advantage of friends or associates. I agree that I will not obtain for myself, my relatives, or my friends a material benefit of any kind from my association with Gilmont. I agree that I will represent the interest of all people served by the organization.

Advocacy and Leadership

As a member of the Board of Directors, I will represent Gilmont and all its constituents: the public, elected and governmental officials, private industry and foundations. Individually and collectively, I confirm that directors are primary advocates for the organization, responsible for projecting and maintaining the organization's public image. I will work actively to educate elected officials, the business community and the general public about the important and essential role of Gilmont in the community.

Committees

Board committees facilitate the setting of policy and monitor areas such as finance, development or resources, and long-range planning. Committees review issues and receive staff reports that are not always presented to the full Board. They identify new or emerging issues, research and distribute related information, and make recommendations to the Board.

Resources and Recruitment

As a member of the Board of Directors, I will support the organization by drawing on my professional and social experience and contacts to suggest potential supporters, sponsors, consultants and committee members.

Learning and Training

Serving on the Board of Gilmont offers many opportunities to broaden experience and understanding of Gilmont. Directors participate in Board-specific training to enhance skills necessary for governance, leadership and advocacy.

Board Performance Review

Each year the Governance Committee reviews the performance of the Board as a whole, the performance of the new Directors and those whose three-year terms are ending. The review is based on duties described in this document and includes meeting attendance (as documented in meeting minutes), fulfillment of Board member responsibilities, and the various contributions made to assist Gilmont in its mission. If concerns arise from the review, the President of the Board will discuss them directly with the individual member.

Executive Director Performance Review

The Board of Directors reviews the ED's performance annually. When under the leadership of the Board President, I agree that I am expected to participate in the review. Assessment of the ED's performance is the Board's primary intervention in day-to-day management.

Gilmont Camp and Conference Center

Board of Directors

2017-2019 Roster

Officers

Lester Caldwell, President
 Gary Minton, Vice President
 Stephen Peyton, Treasure
 Nathan Knutson, Secretary

2019	2020	2021
Marvin Terrell	Gary Minton	Lester Caldwell
Alice Patton	Jeff Porter	Mia Levetan
Bob Schmoker	Stephen Peyton	Kenny Rigoulot
Preston Smith	Lauren Land	Askala Harris
Nathan Knutson	Chris Fox	Hank Resler
Christina Hollwarth	Princeton Abaraoha	

Senior Board Members

Nancy Mackey
 Doyle Read
 Arnold Oates

Gilmont Camp and Conference Year Round Staff

Executive Director: James Hilliard
 Associate Director: Marie Nelson
 Marketing and Program Director, Ginger Lovelady
 Office Manager: Cara Palmer

Committee Descriptions

Governance Committee - monitors, evaluates, and revises organizational and board performance measures and strategic achievement timelines.

- Plans/manages activities designed to strengthen the organization
- Identifies potential board members
- Submits a slate of officers
- Coordinates & oversees the strategic plan
- Asses the Board and Individual board members
- Creates a "Statement of Understanding"
- Enhances board effectiveness
- Orient new board members
- Prepare and maintain a board member manual
- Provide board members with education

Finance Committee - oversees/administers major financial matters and reports to full Board. Responsible for helping to make finance reports are understood.

- Oversee and plans with Executive Director the annual budget
- Reviews employee benefits package with Executive Director and makes salary recommendations
- Oversees all development related accountability measures (reporting, billing, tax issues)
- Creates with Executive Director the annual budget

Development Committee - designs/administers comprehensive development plan that includes investments to be made in targeted categories.

- Board giving
- Donor appeals
- Annual fund drive/Capital Campaign
- Planned giving
- Grants acquisition
- Special events (Visioning Dinner, Golf Tournament, etc.)
- Committee manages and oversees adherence to development of timeline & reports back to Board at Meetings

Marketing Committee - develops and implements external communications; may facilitate improvements to internal communication if asked.

- Develops & presents annual report for the Annual Board Meeting in conjunction with the finance committee
- Continuously provide stories to the media
- Coordinates publicity/promotions

Facilities & Maintenance -develops and implements a plan to address current needs on-site.

- Develops a need-based list
- Develops a strategic plan with the Executive Director and sets a timeline

Application to the Board of Directors

Please complete this application. Use additional pages if necessary.

Name:						
Address:						
Home#:		Cell#:		Email:		
Work Address:						
Select Age:		Youth	20-35	36-50	51-64	65-Older
Gender:	Male	Female				
Race Ethnicity:	African American	Asian American	Hispanic Latino	Native American	Caucasian	Other
Summarize your experience with and/or interest in our organization.						
Why do you want to be a member of our Board of Directors?						

What skills and knowledge can you bring to our board? Please indicate your experience in the following areas:			
Skill	Very Experienced	Some Experience	No Experience
Strategic planning			
Fundraising			
Board Development			
Recruitment			
Program Planning and Evaluation			
Recruiting, Hiring, and Evaluating			
Financial Management			
Communication and Public Relations			
Public Speaking			
Organizational Development			
Information Technology			
Writing, Journalism			
Special Events			
Legal Issues			
Maintenance			

By signing I acknowledge that I have read the Board Member Job Description and Duties and agree to abide by its terms during my Board service.

Name: _____

Signature: _____

Date: _____