

## **Staff Recruitment & Retention Committee Charge and Operating Code**

### **I. ESTABLISHMENT**

- A. The Staff Recruitment & Retention Committee (SRRRC) is an operational committee of the American Camp Association, appointed by the Chief Executive Officer (CEO).
- B. As an operational committee, the work of the SRRRC will be directly supported by the Chief Operating Officer (COO) and other staff, as needed.
- C. The SRRRC is intended to be an on-going committee. However, the CEO will annually review all operational committees to assess their relevance to the organization.

### **II. PURPOSE AND OBJECTIVES**

- A. The SRRRC will support the mission, vision and values of ACA and all actions should be in alignment with those principles.
- B. The purpose of this committee is to serve the ACA membership in increasing capacity and effectiveness in the recruitment and retention of seasonal and full-time staff.
- C. The objectives charged to this committee are:
  - a. LEAD THE PROJECT REAL JOB INITIATIVE
    - 1. Connects key stakeholders, both inside and outside of the field of camp, to this initiative to provide insight, support and resources.
    - 2. Develop thought leadership around camp staff recruitment and retention strategies to support camps in this work.
    - 3. Develop branded resources that will raise awareness about the value of working at camp and support camp professionals to increase their return on effort regarding staff recruitment and retention.
  - b. PROVIDE THOUGHT LEADERSHIP ON CAMP STAFFING BEST PRACTICES
    - 1. Conduct environmental scans to identify the best practices for staff recruitment and retention in the field of camp.
    - 2. Connect with staff placement and recruiting services to understand current trends around employment and workplace readiness.
  - c. DEVELOP RESOURCES TO PROMOTE THE VALUE OF WORKING AT CAMP
    - 1. Identify key messages that resonate with potential camp staff to promote the long-term value of working at camp.
    - 2. Work with ACA staff to create promotional assets that can be used in the field that emphasize the value of working at camp.
    - 3. Conduct trainings to align camp recruitment messaging with the key messages that resonate with potential employees.
  - d. PROMOTE DIVERSITY, EQUITY AND INCLUSION IN CAMP STAFF RECRUITMENT
    - 1. Create messaging to educate camp professionals as to the benefit of intentionally recruiting staff that represent a wide range of dimensions of diversity.
    - 2. Interview key stakeholders from widely diverse backgrounds to identify the key opportunities and barriers in recruiting diverse staff to work in the field of camp.

3. Develop resources, techniques and tools to assist camp professionals in increasing the representation of their seasonal and full-time staff.
- e. EDUCATE KEY TOUCHPOINTS IN THE PROFESSIONAL PLACEMENT PROCESS
  1. Identify the most important stakeholders in the professional job placement process, including college and university faculty and academic advisors, career counseling centers, job placement agencies, and parents.
  2. Develop educational materials for each of the key stakeholder audiences in the professional development pipeline.
  3. Seek opportunities to connect formal structures in the professional development pipeline to the field of camp as a significant recruitment resource.

### III. ORGANIZATION

- A. The CEO appoints five to nine members and a chair or co-chairs to serve on the SRRC. While a full representation of the field will not be possible, the CEO will strive to represent the broadest dimensions of diversity as possible.
- B. Committee members will serve for two-year terms, which can be renewed up to three consecutive terms (for a total of six years). It is preferable to stagger terms of service, as possible, to prevent the entire committee rolling over at once.
- C. The CEO will appoint the chair or co-chairs. Generally, the chair should have served on the committee for at least one year.
- D. The committee reports to the CEO upon request and at least annually provides a written report of its work.

### IV. MEETINGS

- A. The SRRC will meet at least quarterly, with at least one meeting in-person. Virtual or in-person meetings are determined annually at the time of the fiscal year budget development.
- B. The committee abides by the American Camp Association's Conflict of Interest and Code of Conduct Statement.
- C. Decision making is conducted by consensus and occasionally by Roberts Rules of Order when agreed upon by the committee.
- D. An appropriate member of the committee or ACA staff will be identified to take minutes of each committee meeting.

### V. COMMITTEE OPERATIONS

- A. The budget for this committee is prepared by a staff representative in conjunction with the committee chair. The COO has final approval of this operating committee's budget.
- B. The committee reports to the CEO or COO upon request and at least annually provides a written report of its work.
- C. Revision of the Code shall be made by majority vote of the committee and shall be submitted to the CEO for ratification.