

## **Job Description**

### **Camp Hazelhurst Camp Vice-Chair**

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

#### **Position, Term and Responsibilities of the Camp Hazelhurst Camp Vice-Chair**

The Camp Hazelhurst Camp Vice-Chair is an elected position by the Camp Hazelhurst siteholders for a term of two years. The two year term generally runs concurrently with the term of the Camp Hazelhurst Camp Chair. At the end of the two year term, the Vice-Chair becomes the Camp Hazelhurst Camp Chair.

The major responsibilities of the Camp Hazelhurst Camp Vice-Chair include:

- Performs Camp Hazelhurst Camp Chair duties and responsibilities when the Camp Chair is not available
- Attends Prairie Club Board of Directors meetings if the Camp Chair is unable to attend. At those meetings, the Vice-Chair is to participate in the discussion but cannot vote on matters before the Board of Directors
- Works closely with the Camp Hazelhurst Camp Chair, other Camp Committee members and the Camp Hazelhurst Property Manager
- Participates closely with the Camp Chair to develop and implement transition plans
- Performs other responsibilities as assigned by the Camp Chair

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