

# **GLOUCESTERSHIRE AREA QUAKER MEETING ROLE DESCRIPTION**

## **Camp Convenor**

Every year since the early 1960s our AM has held a summer camp initially for children only, now widely established as a welcoming camp for families and friends in our community. Currently around 30-40 adults and children attend, providing an opportunity for fellowship, fun and Quaker life together. Everyone who comes contributes to the work, activities and worship. Gloucestershire Area Quaker Camp shares the camp equipment with Bristol Quaker Camp, who camp either the week before or after on the same site.

In 2019 Area Meeting reviewed camp processes, expressing the wish that the camp should ‘flourish within a framework of AM policies and accountability’ (September AM).

In that framework the Camp Convenor is responsible for managing the camp activity each year; together with a Planning Group, Camp Safeguarding Coordinator, Treasurer, Camp Elders and Overseer(s).

## Experience and qualities needed

The role particularly suits someone who is organised and diligent. An individual with experience of Quaker Camp, a familiarity with Quaker Faith and Practice, a capacity for calm and humour in a camp context and a commitment to working in a team are also preferable. They will be familiar with and wholly support the camp safeguarding policy.

## Main responsibilities

Are to

1. Ensure that a Camp Gathering happens, normally in February half term, and from this convene a Camp Planning Group.
2. Ensure that the Camp Planning Group meet as many times as necessary between February and camp start in August so that Camp can be safely held.
3. Ensure that a decision is actively taken each year as to whether Camp is viable, both financially and in terms of number of campers for the work required at Camp.
4. Ensure that a ‘washup’ meeting after camp is held to document any issues at camp.
5. With the Camp Planning Group, ensure that roles are camp roles are distributed appropriately.
6. With the Camp Planning Group, ensure that Bristol Quaker Camp is communicated with about the equipment, sites and dates.
7. Ensure that the requirements of Quaker Camp Policy’s and Procedures are cared for by those in camp roles.
8. Ensure that a Risk Assessment is undertaken before camp and any others as required at camp.
9. Engage a camper (or campers) to report to AM’s autumn agenda on the Camp
10. With the Treasurer, produce an annual financial report of camp activity for Trustees and AM Clerk

## Support and Learning

The Camp Convenor works closely with the Camp Treasurer, Camp Safeguarding Coordinator and Camp Planning Group. They can expect support and guidance as needed from the Clerk, Treasurer, Trustees and Safeguarding Coordinator of our Area Meeting.

Other support and advice is available from:

- Other Quaker camps in the UK (Luton and Leighton, Southern Marches, etc) through their websites or AM.

December 2019