

## SoCA Committees

General Email: socamparchbald@gmail.com

Nicole Barber Morristell, President (preferred method of contact: Facebook Messenger or nikkibarber@hotmail.com)

Eileen Head, Vice President (head@epix.net)

Jamie Puchalski, Secretary (jamie.puchalski@gmail.com)

Gail Rees, Treasurer (risuppose@aol.com)

### Committee Chair Criteria

- Must properly represent SoCA and adhere to our purpose/mission
- Must be current registered GS, with appropriate clearances - GSHPA requires them for camping and especially being around troops
- Must understand the scope and work of their respective committee; Must agree to work with and understand all of the other committees and how we can support each other
- Must have strong organization and communication skills. Your fellow committee members must understand their involvement and not step on the toes of other committees
- Must communicate ideas/concepts/fundraisers of their respective committee to SoCA Officers and fellow committee chairs BEFORE sharing with the SoCA membership
- Must attend monthly meetings or appoint a representative

### Committee Member Criteria

- Must properly represent SoCA and adhere to our purpose/mission
- Should consider registering as a Girl Scout, with appropriate clearances - GSHPA requires them for camping and especially being around troops
- Must understand the scope and work of their respective committee; must agree to work with and understand all of the other committees and how we can support each other
- Must understand their involvement and not step on the toes of other committees
- Must communicate ideas/concepts/fundraisers to their respective committee chair, BEFORE implementing or sharing with the SoCA membership

### Finance Chair - Vacant

Email: financeforsoca@gmail.com

Works directly with the Treasurer

- Serves as a double-check in the finance record keeping
- Promotes financial transparency
- Keeps a separate log of the financial transactions
- Serves as the first step in the reimbursement/finance approval process; receives the finance forms, records them, signs off, passes them along to the Treasurer
- Writes/updates the 'Finance and Fundraising Policies and Procedures'

### Marketing and Communications - Emily Loder

Email: mediaforsoca@gmail.com

Preferred method of contact: mediaforsoca@gmail.com

- To manage and maintain all social media outlets including but not limited to the website, Facebook, Twitter and Instagram.
- To monitor, record and share important news features about Camp Archbald and SoCA
- To create promotional materials for distribution and oversee all public statements on behalf of SoCA
- Responsible for drafting communications, official correspondences, public statements, etc. on behalf of SOCA for distribution to the public.
- Process all internal publicity requests from members to advertise upcoming events
- Produce a monthly digital newsletter and quarterly paper newsletter
- Keep an updated budget of expenses
- Work with the camp committee to design and distribute resident camp postcards, camp guide and flyers

## **Research and History – Noah Penny**

Email: researchforsoca@gmail.com

Preferred method of contact: researchforsoca@gmail.com

- Obtain historical information about Camp Archbald, the camp's connections to the purpose and growth of Girl Scouting, and the overall place of Camp Archbald in the broader history of the Girl Scout camping movement
- Provide support to other committees in obtaining documents that demonstrate the reasons the camp was founded, the aims of the original council, Scranton Pocono Council, in growing and maintaining the property, and the value of preserving that property for future generations of girls
- Create a digital archive preserving copies of documents and photographs that relate to Camp Archbald

## **Property - Pat Acker**

Email: propertyforsoca@gmail.com

Preferred method of contact: packer@echoes.net

- Based on an engineering review of the waste water systems and various buildings at camp, in partnership with GSHPA, develop a multi-year maintenance plan based on conservation and sustainability principles
- In partnership with GSHPA, use local contractors and volunteers to implement plan
- In partnership with GSHPA, local land trusts and government agencies, pursue conservation easement alternatives for the proposed property sale
- In the future, help organize an infrastructure study, with emphasis on electrical needs/issues at camp
- Consider the creation of an adopt a unit maintenance plan
- Consider the creation of a camp welcoming committee for those who rent camp

## **Events/Program – Holly Legate**

Email: programforsoca@gmail.com

- To create/implement/support any and all programs that will benefit Camp Archbald, including camporees, events, overnights, summer camps, etc.
- To find and manage volunteers for SoCA led programs and events
- Consists of 3 sub-committees:
  1. Outreach - to troops and service units
  2. Resident Camp – to create and implement week(s) long resident camp programs open to all girls (Jamie Puchalski) residentcampforsoca@gmail.com
  3. Older Girl – plan and organize events and activities specifically aimed at older girls

## **Membership – April Caruso**

Email: membershipforsoca@gmail.com

- To maintain the master membership list of SoCA
- To assist SoCA by attending events (in person and virtual) for enrolling new members
- Maintain all paper and digital mailing lists for newsletters
- Approve, monitor and contact Facebook member requests

## **Fundraising – Joan Esherick**

Email: fundraisingforsoca@gmail.com

- To create and execute fundraising plans for the long and short term financial goals of SoCA
- To organize and oversee campaigns and solicitations
- To create fundraising forms and policies

## **Legal - Eileen Head**

Email: legalforsoca@gmail.com

Preferred method of contact: head@epix.net

- Handle items related to organizational structure, i.e. establishment of Supporters of Camp Archbald as a 501(c)(3) and PA state tax exempt status
- Review procedures and annual checks to maintain federal and state status

**Approved 11/17/2021 NM**