

Congregation Beth Israel
Bellingham, Washington

Job Description

President of the Board of Directors

March 2011

Introduction

The President of the Board of Directors of Congregation Beth Israel serves a key role in achieving the mission and vision of the Synagogue and ensures that quality religious and community services are provided to the Congregation.

The President provides leadership and directs the work of the Board. The President is accountable to the Board of Directors. The President may delegate specific duties to Board members and/or Board committees. The accountability for those duties remains with the President.

Role

The President ensures effective planning and action of the Board and its members in governance and fiduciary matters to serve the best interests of the Synagogue.

Leader of the Board of Directors

- Ensures that Board members understand their jobs and are able to fulfill their job descriptions
- Ensures that resolutions and policies of the Board are executed properly, effectively and efficiently
- Ensures that the board complies with all applicable public laws and Congregation Bylaws
- Presides over meetings of the Board of Directors in an efficient and positive manner
- Leads the Board meetings so resolutions are consensus based
- Leads the Board's efforts in long-term strategic and financial planning

Chair of the Executive Committee and Meetings of the Congregation

- Chairs Executive Committee Meetings
- Determines whether special Executive Committee Meetings are necessary
- Chairs the Annual Meeting and any Special Meetings of the Congregation

Other

- Submits various reports to the Board, to funders and to the congregants
- Performs other duties as prescribed by the Board
- Signs or co-signs checks, correspondence, applications, reports, contracts and other documents on behalf of the Congregation. Signature of contracts or other documents requiring a substantial commitment of Synagogue resources need to be approved beforehand by the Board.

Responsibilities

Synagogue Committees

- Is an ex officio member of Synagogue Committees

Meetings

- Collaborates with the Executive Committee and the Rabbi to ensure that an agenda is planned for Board meetings and the Annual Meeting and Special Meetings of the Congregation.
- Conducts meetings in accordance with the agenda as established by the Executive Committee

Board Staff Relations

- Communicates with the Rabbi regularly
- Ensures that an annual evaluation of the Rabbi and staff is conducted

Board Development

- Ensures that structure and procedures are in place for effective recruitment, training, and evaluation of Board members
- Ensures that there is an annual evaluation of the Board's effectiveness

Fund Raising

- Ensures that structures and procedures are in place for securing the resources required by the Synagogue

Community

- Helps create positive relationships with the community and promotes the Synagogue to prospective members and donors.
- Along with the Rabbi, the President is a representative of the Synagogue to the public

Strategic Planning

- Oversees the implementation of the written strategic plan for board approval
- Ensures that the strategic plan furthers the mission of the Synagogue
- Accountable for achieving the goals and objectives of the plan. President will direct the Board to assure the success of the plan.
- Ensures the annual evaluation of the Strategic Plan

Annual Plan

- Collaborates with the Board, Rabbi and staff to develop written Annual Plan based upon the Strategic Plan for Board approval
- Ensures that the Annual Plan furthers the mission of the Synagogue
- Ensures a yearly evaluation of the Annual Plan

Qualifications

- Is a member of the Board of Directors
- Must have served as Board member for a minimum of two years
- Must have leadership skills
- Should have the ability to make decision for the benefit of the entire organization in an open and objective manner
- Should have exceptional communication skills

- Should have acceptable experience or training in some aspect of accounting, finance, or business management
- Should have high level of integrity
- Should demonstrate the ability to build consensus by bringing people together to make effective decisions
- Should have significant experience being an active participant on a Synagogue Committee
- Should be willing to commit time and energy to perform the duties required