

Congregation Beth Israel

Board of Directors Job Description

Adopted October 12, 2010
Amended Nov. 12, 2012 & June 13, 2017

Introduction

Congregation Beth Israel Board members are trustees who act on behalf of the Synagogue's congregants. The Board of Directors has the principal responsibility for fulfillment of the Synagogue's mission and the **legal accountability and liability** associated with Congregation activities and its property. This means that, as a group, they are in charge of establishing a clear organizational mission, forming a ****strategic plan** to accomplish the mission, and overseeing and evaluating the plan's success. The Board is also charged with engaging a Rabbi and supporting and evaluating that individual. Finally, the Board is responsible for ensuring Congregation Beth Israel's financial solvency.

While differences of opinion within the Board are sure to arise, Board members should seek to keep disagreements impersonal. By practicing discretion and accepting decisions made on a majority basis, Board unity and confidence will be promoted.

The Board should be open to self-evaluation and periodically review its own composition to ensure constituent representation, and board expertise and commitment.

****Strategic planning** is the process of determining what an organization intends to be in the future and how it will get there. The Board is responsible for ensuring the development of this plan.

Roles

1. Annual review of the mission statement of the synagogue at each June Board meeting to determine if the goals and objectives of the Congregation are consistent with its mission statement. Also develop and review annually Board goals, objectives, and priorities.
2. Develop and implement a strategic plan to achieve the Synagogue's mission. The plan should be periodically reviewed every 3-5 years.
3. Ensure that financial resources are used wisely and ethically to achieve the Synagogue's mission.
4. Develop and maintain communication links and beneficial relationships with the Synagogue membership, committees, and outside community.
5. Appoint/review/approve personnel decisions involving the Synagogue's staff and Rabbi.
6. Provide for the periodic self-evaluation of the Board's performance
7. The Board shall ensure that there is an active and effective nominating committee to identify and recruit new Board members and officers. This will assure that Board members are replaced as the need arises.

Responsibilities

To execute these roles, the Board will need to do the following:

Policy Determination

- Establish policies that are in line with the Synagogue's mission.
- Establish a sound organizational structure including the establishment of committees to help accomplish the Congregation's mission and strategic plan.

Fiscal Management

- Review monthly the financial reports of the Congregation.
- Approve the annual capital and operating budget.
- Understand the budget plan and monitor its implementation.
- Oversee and approve the expenditure/maintenance of Congregational funds, records, and property.
- Ensure the financial stability of the congregation.
- Oversee both short-term fund-raising and long-term resource development programs to meet programmatic and capital needs.

Membership, Volunteer and Programming Development

- Increase or maintain Congregation membership.
- Identify and recruit candidates for new leadership positions and committee membership.
- Collaborate with the Rabbi in planning significant programs.

Communicate with Synagogue Members and Serve as a Jewish Leadership Role Model

- Engage in Jewish study by attending services and participating in Congregation Beth Israel programs.
- Oversee the religious education program for children and adults.
- Observe, listen to, and be attentive to the needs of the members of the Congregation.

Board Member Expectations

Attendance at Board/Business Meetings Members are expected to attend:

- Regularly scheduled Board meetings.
- Orientations, training sessions, and retreats.
- The installation of Synagogue officers.
- The Congregation's annual meeting.

Board Participation Members are encouraged to:

- Be prepared to discuss agenda items.
- Participate thoughtfully and respectfully in discussions at Board meetings.
- Support the final decisions of the board.
- Support raising funds for the Synagogue.
- Possess a thorough knowledge of Synagogue's mission, goals, bylaws, policies, operating procedures, and financial affairs.
- Mentor new Board members.

Committee Involvement Members are encouraged to:

- Participate actively or take a leadership role in one or more of the Synagogue's committees.

Involvement in Synagogue Life As a role model, members are encouraged to:

- Attend religious services on a regular basis.
- Support and attend Congregation-sponsored educational, fund-raising, social programs, and other activities.
- Provide or be willing to solicit financial support to the Congregation.
- Remain current regarding payment of all dues, fees, and financial obligations.
- Actively welcome new members into all aspects of congregational life.
- Attend life cycle events.
- Volunteer periodically to be the Shammos at Shabbat services

Community Involvement Members should:

- Encourage others to join the Congregation.
- Maintain an awareness of the activities of the larger Jewish community.
- Support Jewish causes.
- Positively represent Congregation Beth Israel to the community at large

Board Member Desired Skills

- Strong communication skills
- Ability to think critically.
- Ability to work collaboratively with an open mind.
- Financial, business knowledge
- A prior record of committee service.
- Leadership abilities.
- Commitment to Jewish knowledge and service to the Jewish community.
- Achievements in the community at large.
- Good judgment.

Requirements (approved 6/13/17)

- **Be a member in "good standing"**
- **Be unrelated to any other board member serving concurrently and not be a member of the same CBI membership unit * "Related" is defined as: related by blood, adoption, guardianship, domestic partnership, or step-relationship (e.g., no board member is a child, sibling, parent, grandparent, aunt or uncle, first cousin, or partner of the candidate by any of the listed means of relationship)**