

CONGREGATION BETH ISRAEL

Bellingham, Washington

Job Description

VICE-PRESIDENT OF THE BOARD OF DIRECTORS

Approved March 14, 2011

Introduction

The Vice-President position 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. There may be up to two Vice-Presidents. Each Vice-President serves on the Executive Committee of the Board of Directors.

Role

The Vice-President provides leadership and directs work of the Board when the President may not be able. The Vice-President carries out the roles and responsibilities of the President when the President is not able.

Line of Succession from Vice-President to President

When two Vice-Presidents are serving, one will be designated at the time of nomination as the 1st Vice President, and the other as 2nd Vice-President. The 1st Vice-President may be the first in line for nomination as the next President provided that he/she has performed in the role of Vice President in an acceptable manner. The 2nd Vice President may then be nominated to become the 1st Vice President. If the 1st Vice-President chooses not to serve as President, the 2nd Vice-President may become the candidate for President or a candidate may be nominated from the Board.

Responsibilities

- Provides support to the President at his/her request.
- Serves as the principal liaison between Synagogue Committees and the Board. The two Vice-Presidents will engage in ongoing coordination which will include information-sharing regarding the Committees with which they liaison.
- Ensures that each Committee appoints their respective chair or co-chairs. If a Committee is having difficulty appointing a chair or co-chairs, the Vice-President may intervene and recommend a committee chair or co-chairs to the President and then jointly make a recommendation for Board approval.
- Ensures that each committee's goals and objectives further the mission of the Congregation.

- Communicates with each Committee to ensure that each Committee's Annual Plan is in line with the Annual Plan of the Synagogue.
- Reports to the Board any significant committee issues.
- Attends each Committee's meeting periodically.
- May sit on various Synagogue Committees as an ex-officio member.
- Communicates periodically with Committee Chairs.
 - Review strategies
 - Listen to issues
 - Help the chair to resolve issues

Delineation of Duties of Each Vice-President

When there are two Vice Presidents, each Vice-President will assume oversight responsibilities for a list of committees agreed to by the President and the two Vice-Presidents. Each will also be assigned other duties at the request of the President.

Qualifications

- Is a member of the Board of Directors
- Should have served as a Board member for at least one year
- Must have leadership skills
- Must work well with others and be able to work as in an environment that requires collaboration and coordination of information and efforts
- Must have the ability to make decisions for the benefit of the entire organization in an open and objective manner
- Must have exceptional communication skills
- Should have acceptable experience or training in some aspect of accounting, finance, or business management
- Must have a high level of integrity
- Must 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
- Must be willing to commit time and energy to perform the duties required