

Congregation Beth Israel

Executive Committee of the Board of Directors

Roles and Responsibilities

Approved December 12, 2011

Introduction

The Executive Committee consists of the Officers of the Board of Directors. This consists of the President, Vice President, Secretary and Treasurer. The Rabbi serves in an Ex Officio capacity.

This Committee provides vision and leadership for the Board by looking at pertinent current and upcoming issues and determining how and when these issues are addressed. The Executive Committee determines the priority of an issue and if it should be presented to the Board or dealt with at a committee level. This group may determine that an issue requires more research before further consideration. This group may also play a key role in presenting an annual plan for the Board's approval. Meetings should occur as needed but not less than once each month.

Roles

1. Actively seeks fulfillment of the Synagogue's mission.
2. Serves as an informal counsel to the President, Board and Rabbi, advising and supporting them as needed.
3. Thinks proactively about trends and needs on behalf of the Congregation.
4. Serves as a role model for Board members.
5. Helps the Board focus on key policy decisions.
6. Provides oversight to other committees.
7. Ensures the day-to-day conduct of the Synagogue's business.
8. Ensures coordination of Synagogue plans and programs.
9. Develops and maintains communication links with Board members
10. Ensures the flow of information to the Board.

Responsibilities

1. Creates the agenda for Board meetings, considering the status of various projects and which Committees are ready to make presentations to the Board. Some are issues that need immediate attention; some are longer term concerns that can be addressed at a later date. Sets estimated times on the agenda for each topic being discussed.
2. Coordinates, clarifies, researches and focuses issues to be presented to the Board with possible recommendations.
3. Discusses and proposes ways the Board and Committees can better fulfill their responsibilities.
4. When appropriate, assists Committees with preparation of proposals.
5. Supports the President and the Rabbi on day to day synagogue operations when immediate decisions need to be made between Board meetings or when issues do not warrant whole Board involvement.
6. Recommends to the President when to call special Board or Congregation meetings.
7. Develops a plan to resolve sensitive personnel or Congregant issues.

