

**CONGREGATION ANSHEI ISRAEL
COMMITTEES, COUNCILS AND TASK FORCES
ROLES AND RESPONSIBILITIES**

While all committees, councils, task forces and affiliate groups are under the overall responsibility of the Board of Trustees, CAI is structured so that the Board of Trustees works directly with administrative related committees and councils and the Synagogue Life Council works with programs related committees. The following is an overview of the various groups.

Note: The Board President and Senior Rabbi are ex-officio members of all committees, councils and task forces except the Nominating Committee.

BOARD OF TRUSTEES

BUILDING AND GROUNDS COMMITTEE

*Works in conjunction with the Administrator and Finance Director
Officer Liaison: Jonathan Green*

1. Provide for the regular maintenance and upkeep of synagogue-owned buildings and grounds.
2. Provide feedback to the Administrator regarding Facilities Staff performance.
3. Obtain and present to the Board estimates for any repairs and improvements in synagogue property above a minimum predetermined amount. When such repairs or improvements are approved, ensure the use of appropriate documents/contracts for the work and oversee the execution along with the appropriate staff member.
4. Keep Board informed of needed capital and long-range improvements to synagogue property.
5. Inspect the synagogue building and grounds semi-annually, and when necessary, present the finance committee with a written estimated cost for needed repairs or improvements.
6. Ensure the safety of everyone in the building by establishing emergency procedures including fire and storm drills as appropriate, especially during school and service times.
7. Propose a scale of service charges for the use of synagogue premises that should include the costs for Facilities staff, cleaning services, use of energy, and other incidental costs.
8. Maintain an up-to-date inventory of all synagogue property, regularly review the insurance coverage of all such property, and recommend to the Finance Committee any changes necessary to maintain appropriate coverage.
9. Keep abreast of current Facilities staffing and/or vacancies.
10. Compile a list of the expected costs and dates of replacement of all capital items and work with Finance Committee to ensure that funds are set aside on an annual basis in the budget to pay for these long-term capital items.
11. Keep minutes of committee meetings and report to the Board on the committee's work.

ART COMMITTEE, Building and Grounds Sub-Committee

1. Provide guidance and oversight with regard to the aesthetic impact of interior or exterior beautification or remodeling projects.

BYLAWS COMMITTEE

*Works in conjunction with the Administrator and President
Officer Liaison: Dan Jurkowitz*

1. Conduct an annual review of the bylaws and suggest changes as appropriate.
2. Update bylaws and resolve questions about them as required.
3. Review all petitions to amend bylaws.
4. Review general Board, SLC and committee operating rules e.g. referencing Roberts Rules of Order.
5. Maintain and update Board policies as appropriate.
6. Keep minutes of committee meetings and report to the Board on the committee's work.

CEMETERY COMMITTEE

*Works in conjunction with the Community Services Director and Senior Rabbi
Officer Liaison: Dan Jurkowitz*

1. Arrange for appropriate layout, care and upkeep of the synagogue cemetery.
2. Ensure an up-to-date and accurate set of maps and records are maintained.
3. Assure that all state/provincial laws governing cemeteries are upheld.
4. Present suggested changes in the cemetery rules and regulations to the Board, and when they are approved enforce them.
5. Engage in an appropriate campaign to sell graves designed to yield an amount adequate for (a) the amount indicated in the synagogue budget; (b) the annual cost of running the cemetery; and (c) setting aside a reserve for future improvement of the cemetery.
6. Plan for the improvement of cemetery land owned by the synagogue but not yet in use; propose specific steps toward such improvement; and when they are approved execute them.
7. Report to the Finance Committee regarding any long-range needs that cannot be covered by regular cemetery funds.
8. Working in consultation with the Senior Rabbi, set principles and standards for the conduct of funerals. Present them to the Board, and help assure they are followed when approved.
9. Review pricing structure on a periodic basis.
10. Keep minutes of committee meetings and report to the Board on the committee's work.

COMMUNICATIONS/MARKETING/PUBLIC RELATIONS COMMITTEE

*Works in conjunction with the Communications/Marketing Director, Administrator,
appropriate department staff and Clergy
Officer Liaison: Stephanie Roberts*

1. Manages communications, marketing and public relations within, to and from the congregation.
2. Consult with synagogue lay leaders, Senior Rabbi, department directors and Administrator to select the methods of communications most appropriate for the congregation to use: print and/or emailed newsletters, news briefs, website, posts, social media and specially produced content for new members, holidays, etc.
3. Periodically produce a membership directory.
4. Ensure that professional and/or volunteer personnel produce content and distribute/post using the appropriate communications channels.
5. Establish an information gathering network to collect information and produce content for publications and other media.

6. Encourage key professional and lay leadership to post regularly to online communications channels such as Facebook, Twitter, and blogs. Encourage congregational and wider communities to engage your leadership directly.
7. Ensure the monitoring of two-way, social media communication channels to assure that comments are not abusive; listen and respond to those people who engage with your community via social media.
8. Ensure that the Kolenu and website accurately convey the scope of synagogue activities.
9. Maintain a web and app presence for the congregation. Review the congregation's use of technology, including computer networking, social media and make recommendations as appropriate.
10. Ensure all communications going out from the synagogue accurately represent the views and interests of the congregation and work to promote a positive public image.
11. Consult with the Board, committees, and affiliate groups to coordinate and manage getting their messages out effectively.
12. Assure necessary publicity is prepared and distributed in a timely fashion.
13. Work to promote a positive public image through name/logo/icon identification of the synagogue.
14. Keep minutes of committee meetings and report to the Board on the committee's work.

DEVELOPMENT COMMITTEE

SPECIAL AND ANNUAL FUNDRAISING CAMPAIGNS – LEGACY/ENDOWMENT GIFTS

*Works in conjunction with the Administrator and Finance Director
Officer Liaison: Stephanie Roberts*

1. Formulate a set of standards for fundraising appropriate to the synagogue and send it to the Board for approval.
2. Explore the possibilities for increasing income from existing and new sources.
3. Present specific proposals for increasing synagogue resources to the Board.
4. Develop and implement fundraising and development proposals when the Board approves them.
5. Serve as a clearinghouse for fundraising activities held by the congregation's affiliates to make sure that the activities do not duplicate or conflict with each other.
6. Oversee annual High Holy Days Campaign; set annual goals for increased participation and methods of increasing participation.
7. Oversee Legacy (endowment) program; set annual goals for increased participation and methods of increasing participation.
8. Assist in maintaining current donor relations and cultivating new donor prospects.
9. Keep minutes of committee meetings and report to the Board on the committee's work.

FINANCE COMMITTEE

*Works in conjunction with the Finance Director and Administrator
Officer Liaison: Jonathan Green*

1. Obtain a detailed estimate of the anticipated expenses and revenue for the coming fiscal year from each committee and department of the synagogue, at a specified time and on an annual basis.

2. Draft a projected budget for the coming fiscal year, and a reserve for long-range building upkeep and maintenance.
3. Monitor income and expenses on a monthly basis.
4. Monitor quarterly projections of the actual activity in comparison to the budget and provide suggestions for actions as appropriate.
5. Work closely with the Development Committee to maintain sufficient revenues to support the budget.
6. Report to the Board regularly with special emphasis on significant variances (positive or negative) when comparing the actual financial condition and the budget. Recommend a plan of action to manage any significant variances.
7. Investment of surplus funds as deemed appropriate in accordance with the Board's investment policy.
8. Keep minutes of committee meetings and report to the Board on the committee's work.

DUES COMMITTEE, Finance Sub-Committee

Works in conjunction with the Congregational Services Director, Finance Director and the Finance Committee Chair

1. Keep the synagogue's members aware of costs to maintain and grow the congregation's programs and services.
2. Establish a clear explanation of the role membership plays in the synagogue's revenue base and its ongoing fiscal stability.
3. Encourage members to assume their fair share of the total costs and those members who are able, to consider increasing their membership level.
4. Conduct an annual review of the membership in advance of a new fiscal year.
5. In consultation with the Senior Rabbi and Finance Director, review individual membership adjustment cases as appropriate, with a view to adjusting increases/decreases in financial obligations in keeping with the principle of fair share.
6. Review the total picture of dues revenue regularly, including an analysis of the relative proportions of the membership in the various dues categories and the possible need for revising the scale of dues categories.
7. Authorize staff to bill members as appropriate.
8. Set up a procedure, including a set of financial criteria/documentation and based on Jewish justice and sensitivity, to manage requests for reduced dues.
9. Stay abreast and assist staff with dues collection as requested.
10. Keep minutes of committee meetings and report to the Board on the committee's work.

HUMAN RESOURCES COMMITTEE

*Works in conjunction with the Administrator
Officer Liaison: Phillip Pepper*

1. Propose policies and guidelines for staff at all levels, including but not limited to recruitment, hiring, retention, and supervision, (including disciplinary processes).
2. Write and regularly update a personnel handbook reflecting those policies and, following Board approval, assure that all staff members have read, understand, and accept the policies.
3. Establish guidelines and contacts for both staff and congregants to submit complaints or challenges.
4. Establish a system for staff review and evaluation to aid in professional growth.

5. Establish guidelines for leave management and paid time off.
6. When necessary, evaluate and explore options for health care coverage plans for employees and make recommendations to Board relative to benefit plans and options.
7. Ensure supervisory staff performs the process of review and evaluation.
8. This committee has direct responsibility for review and evaluation of the Senior Rabbi, Finance Director, Congregational Services Director and the Administrator. The committee shall consult with the Senior Rabbi regarding his review and evaluation of the Cantorial Soloist, Education and Youth Director and the Preschool/Kindergarten Director.
9. In consultation with staff, recommend needs for staffing changes and/or additions to the Board.
10. Keep minutes of committee meetings and report to the Board on the committee's work.

NOMINATING COMMITTEE

*Works in conjunction with the Senior Rabbi and Administrator
Officer Liaison: Dan Jurkowitz*

1. Assess leadership needs of committees and Board.
2. Create and manage methodologies for leadership development and recruitment
3. Recruit new Board members on a regular basis from the synagogue's committees, affiliates and through discussions with staff and current Board members.
4. Propose roles and responsibilities for Board, committee chairs and committees; recommend updates as necessary.
5. Create a slate of officers and Board members, using the process outlined in the bylaws. Review the roles and responsibilities for Board members with Board candidates.
6. Create and implement a program to orient new Board members.
7. Conduct an annual evaluation of the Board.
8. Keep minutes of committee meetings and report to the Board on the committee's work.

PAST PRESIDENTS COUNCIL

Officer Liaison: Phillip Pepper

The Past Presidents Council primarily is considered an advisory body, and as such shall make business, policy and procedure recommendations to the current President and/or the Board upon request. The Past Presidents Council shall also carry out such duties as requested by the current President and/or the Board in the management and operation of the Synagogue. The council shall also be used by the Board as a resource to various cohorts of the congregation. They shall meet quarterly to review current activities and upcoming projects.

STRATEGIC PLANNING COMMITTEE

*Works in conjunction with the Senior Rabbi and Administrator
Officer Liaison: Phillip Pepper*

1. Periodically create and monitor a set of strategic goals and objectives in concert with the mission and vision of the synagogue.
2. Work with the Board to review mission and vision statements as necessary.

3. Review suggestions for projects and programs that, because of their complexity, novelty, size, strategic or long-range character, are not yet ready for official consideration. Clarify the ideas and either refer them to a standing committee or recommend an *ad hoc* committee to run the project.
4. Seek out and identify new synagogue needs and new areas of possible service for study, clarification, and referral to a standing committee or to the Board.
5. Establish priorities and timetables for all goals and objectives including those that involve extensive financing, unusual expenditures of time, and strategic or long-range planning and present them to the Board for approval.
6. Keep minutes of committee meetings and report to the Board on the committee's work.

SYNAGOGUE LIFE COUNCIL

The purpose of the Synagogue Life Council (SLC) is to review, develop and implement programs and initiatives to meet the ritual, social and educational needs of our congregation. The SLC serves an oversight function of the following committees for planning and monitoring purposes.

Officer Liaison: Stephanie Roberts

ADULT EDUCATION

Works in conjunction with the Education/Youth Director and the Senior Rabbi

1. Arrange classes and study programs for adults in Tanach, post-biblical Jewish classics, Hebrew, Jewish history, Jewish belief and practices, modern Jewish issues, and other appropriate subjects.
2. Continually evaluate programs and classes to determine evolving strategies to make adult education more effective. Consider options such as on-line or off-site locations.
3. Arrange study/discussion groups to meet either at the synagogue or elsewhere.
4. Cooperate with other area synagogues and local Jewish organizations in sponsoring adult education programs and classes.
5. Work with Communications/Marketing/Public Relations Committee to bring articles of interest and study materials to the home regularly.
6. Work with affiliate groups to create learning opportunities.
7. Work with the Library Task Force in encouraging ongoing use of the library and regular reading of Jewish books and periodicals.
8. Keep minutes of committee meetings and report to the SLC (and to the Board through the SLC Chair) on the committee's work.

LIBRARY TASK FORCE

Works in conjunction with the Senior Rabbi, Education and Youth Director and Pre-School Kindergarten Director

1. Maintain a library of Jewish books, music, videos, software, periodicals, and computers with bookmarked Jewish websites open to the membership and the public.
2. Stimulate the use of the library by all age groups, stressing the personal enrichment that comes from fulfilling the mitzvah of learning through books and Jewish resources.
3. Encourage individual contributions of funds to support the library.

4. Buy worthwhile Jewish books and software, especially those of permanent value; attempt to strike a balance among reference works, books for home study, books for light and serious reading, and periodicals and Judaica software programs.
5. Oversee the operation of the library and share in the actual work, including taking a complete inventory on a regular basis.
6. Secure the necessary supplies and furnishings for proper library maintenance and display.
7. Keep minutes of task force meetings and report to the SLC (and to the Board through the SLC Chair) on the task force's work.

COMMUNITY ENGAGEMENT COMMITTEE
Works in conjunction with Community Services Director

1. Encourage unaffiliated Jews to consider formal affiliation, stressing both the privileges and the responsibilities that come with synagogue membership.
2. Welcome, embrace, and orient new members to the various aspects of the synagogue's programs and its approach to Conservative Judaism.
3. Present new members with appropriate membership information, including a statement of the purposes of synagogue membership, and give them a gift to mark their formal association with the synagogue.
4. Track and maintain contacts with all prospective members.
5. Develop a system for collecting information about the congregation, how it operates, who it touches, and its members' stated needs and desires. Include information from local planning boards, schools, and business councils.
6. Maintain ongoing programs designed to encourage personal participation by all members in the synagogue, and to foster a feeling of genuine warmth in the synagogue as a family.
7. Seek out marginal and inactive members and renew their interest in participating in the congregation's programs and religious life.
8. Assist in establishing and monitoring a superior level of "customer service" for synagogue leadership and staff in dealing with all aspects of synagogue life.
9. Take a census of the congregation's interests, hobbies, and skills and make sure that the appropriate committees make contact with members based on those skills and interests.
10. Call upon any member who resigns for an exit interview, and unless the resignation is the result of relocation, try to correct the problem.
11. Provide opportunities for young adults to create programs with their peers but not necessarily at the synagogue facility.
12. Keep minutes of committee meetings and report to the SLC (and to the Board through the SLC Chair) on the committee's work.

CHESED COMMITTEE, Community Engagement Sub-Committee

Works in conjunction with the Senior Rabbi, Cantorial Soloist and Ritual Coordinator

1. Plan outreach, as resources allow, to those identified in the community by Clergy, staff or lay leadership, suffering from loneliness, illness, extended confinement to home, bereavement, or financial distress.
2. Arrange for volunteers from the congregation to provide the appropriate outreach and/or refer those in need to the appropriate agencies for services.
3. Establish a corps of volunteers to enact the chesed projects in the congregation.

4. Create an opportunity to honor publicly those people who perform this function in the congregation.
5. Keep minutes of committee meetings and report to the SLC (and to the Board through the SLC Chair) on the committee's work.

SOCIAL ACTION COMMITTEE Community Engagement Sub-Committee
Works in conjunction with the Senior Rabbi and Community Services Director

1. Lead the congregation in carrying out mitzvot through direct service and teaching about Jewish tradition and its relationship to community issues and advocacy.
2. Create opportunities for direct action projects involving as many people as possible in a variety of ways.
3. Create a system for quick response to emergency needs on a national or local level.
4. Keep minutes of committee meetings and report to the SLC (and to the Board through the SLC Chair) on the committee's work.

RELIGIOUS SCHOOL EDUCATION COMMITTEE

Works in conjunction with the Education and Youth Director and the Senior Rabbi

1. Working with the Education and Youth Director, develop educational goals for kindergarten through high school students.
2. Create a mechanism for ongoing review of existing curricula and forge ties with the synagogue's informal educational programs. Prepare recommendations for integrating formal and informal education for the Board's review and approval.
3. Work with Education and Youth Director in developing departmental budget including a salary schedule and professional development programs.
4. Meet regularly with Education and Youth Director to review and monitor overall program effectiveness.
5. Review school policies and make necessary recommendations to the Board.
6. Keep minutes of committee meetings and report to the SLC (and to the Board through the SLC Chair) on the committee's work.

RITUAL ADVISORY COMMITTEE

Works in conjunction with the Senior Rabbi and Cantorial Soloist

1. Determines which issues about the religious nature of the congregation should be brought to the Board's attention.
2. Continually evaluate the religious state of the synagogue and recommend steps to heighten commitment.
3. Arrange for regular worship services for adults and children that will meet the congregation's religious needs on weekdays, Shabbat, holidays, and special occasions.
4. Evaluate establishment of alternative minyanim within the kehillah.
5. Create and present proposals involving significant changes in synagogue ritual to Senior Rabbi, Cantorial Soloist and/or the Board as appropriate.
6. Propose guidelines for involving non-Jewish family members in lifecycle events.
7. Propose guidelines for religious services in the synagogue, standards for Shabbat and holiday observance, and kashrut standards at synagogue premises or off-site gatherings to appropriate leadership.

8. Train volunteers to fulfill such ritual functions as leading services and reading Torah or Haftorah.
9. Train and schedule volunteers to fulfill the duties of gabbaim and ushers.
10. Work with the Religious School Committee on aspects of synagogue service and ritual that involve the participation of schoolchildren.
11. Propose a set of ritual related rules and regulations for the use of the synagogue's physical facilities, and once they are approved monitor compliance. Rules and regulations for synagogue kitchen facilities must be made in consultation with the Senior Rabbi.
12. Keep minutes of committee meetings and to report to the SCL (and to the Board through the SLC Chair) on the committee's work.

CHEVREH KADISHAH COMMITTEE, Ritual Sub-Committee

Works in conjunction with the Senior Rabbi and Ritual Coordinator

1. Assemble and train groups of volunteers to help members who have had a death in the family.
2. These volunteers serve as guides through the process of planning the funeral and the mourning customs that follow.
3. Train and equip members to serve as shomrim from death through the funeral.
4. Train and equip members to serve on the chevrah kadishah, preparing the body for burial.
5. Maintain contact with mourners through shivah, shloshim, and the year of mourning.
6. Keep minutes of committee meetings and report to the SLC (and to the Board through the SLC Chair) on the committee's work.

HIGH HOLY DAYS COMMITTEE, Ritual Sub-Committee

Works in the conjunction with the Senior Rabbi and Cantorial Soloist and Clergy Secretary

1. The role and function of the HHD Honors Committee is to include congregational participation during Rosh Hashanah, Kol Nidrei, and Yom Kippur.
2. Committee members meet with Senior Rabbi, Cantorial Soloist, and Clergy Secretary in the spring immediately after Passover to delegate honors such as aliyot and ark openings in a systematic alphabetical order.
3. Committee members contact congregants to be honored (using a predetermined script) either by phone, person to person or email, and confirm participation; committee members report frequently Clergy Secretary about honors accepted, refused, or no response.
4. A timeline is established for initial contacts and follow up. After the timeline runs for the initial list of congregants, substitute congregants are identified to fill the open honor slots.
5. Evaluation of this process takes place after Simchat Torah during the next, scheduled Synagogue Life Council meeting.

YOUTH COMMITTEE

Works in conjunction with the Education/Youth Director and the Senior Rabbi

1. Working with the Religious School Education Committee, develop an overarching educational system that includes both formal and informal programs, including USY and activities for children and teenagers from preschool through college.

2. Arrange for suitable activities for high school students, including both a USY chapter and options for those who do not want to be in USY.
3. Adopt suitable means of maintaining contact with college students who are the children of synagogue members while they are away at school and at home on vacation.
4. Keep minutes of committee meetings and report to the SLC (and to the Board through the SLC Chair) on the committee's work.

ISRAEL COMMITTEE

Works in conjunction with the Senior Rabbi

1. Maintain an ongoing educational process designed to cultivate a strong connection between individual members of the congregation, the State of Israel, and Israelis.
2. Encourage individual and congregational trips to Israel, stressing that Israel is not only a wonderful place to visit for historic, religious, and educational reasons, but also is a desirable place to celebrate a simcha such as a bar or bat mitzvah, birthday, or anniversary.
3. Review government policies about Israel and let elected officials know about the congregation's view of U.S. policies.
4. Let Israeli officials know about concerns about the rights of Conservative/Masorti Jews in Israel.
5. Organize programs for Yom Hazikaron, Yam Ha'atzmaut, and Yom Yerushalayim.
6. Encourage congregation members to buy products made in Israel.
7. Tell your members about the Masorti movement's activities in Israel.
8. Promote membership in Mercaz, the Conservative movement's Zionist organization.
9. Keep minutes of committee meetings and report to the SLC (and to the Board through the SLC Chair) on the committee's work.

Affiliates

PARENT ACTION COMMITTEE

MEN'S CLUB

WOMEN'S LEAGUE

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