**Suburban Temple-Kol Ami Board of Trustees**

**Roles and Responsibilities**

Members of the Board of Trustees of Suburban Temple-Kol Ami (ST-KA) are trustees who act, under duties of loyalty and good faith, on behalf of all of ST-KA's constituents, including members of the congregation, clerical and lay staff, other Board Members, donors, various levels of our government, and the Jewish people at large.

While differences of opinion will occasionally arise during the conduct of the business of the Board, Board Members should keep disagreements impersonal and issue-oriented. By practicing discretion and accepting decisions made on a majority basis, the Board will promote unity and confidence in its decisions.

The Board of Trustees should be open to self-evaluation and regularly review its composition to ensure constituent representation, Board expertise and commitment. Board Members perform their responsibilities through regular meetings of the Board and its Committees. Board Members are responsible for arriving at meetings well-prepared and ready to engage in thoughtful dialogue.

**Individual Board Member Responsibilities**

Individual Members of the Suburban Temple-Kol Ami Board are expected to:

* Read the Constitution and to better understand the structure of the Board, the functions of its standing Committees and how the congregation operates.
* Learn about and be a regular attendee at synagogue programming, including Shabbat worship and Festival observances, Our Tent, adult education and youth activities, and standing congregational groups such as Kol Nashim and Vintage.
* Serve on one or more standing or interim Task Forces and Committees and offer to take on special assignments as necessary. Be a resource and offer support to our Rabbi, Executive Director, Director of Lifelong Learning, the President and other officers and our administrative staff.
* Enter the annual Board/Committee meeting schedule into your personal calendar and attend as many Board and Committee meetings as possible. Attend the annual meeting of our Membership.
* Review the minutes of the prior meeting, the agenda and supporting materials prior to Board and Committee meetings. Implement and support the decisions of the Board.
* Serve as an informed steward of ST-KA’s finances, becoming familiar with our sources of funding and expenses, our special funds and our financial management system. Review and inquire into the periodic financial reports and annual budgets. Oversee proper financial controls to manage Temple resources.
* Participate in fundraising activities and make a personal financial contribution to ST-KA in accordance with your means. Remain current regarding payment of all dues, fees and financial commitments.
* Learn about, care for and offer suggestions for improvement of our Temple and physical premises, and our works of art and Jewish treasures.
* Be an enthusiastic representative of ST-KA in the community and encourage new members to join. Be a “face of the Board” at services and special events.
* Suggest possible nominees to the Board who can make significant contributions to the work of the Board and ST-KA.

* Be mindful of potential conflicts of interest in all your dealings regarding the Temple and maintain strict confidentiality whenever necessary. Adhere to applicable legal and ethical standards.
* Educate yourself regarding Reform ideology, history, and the structure of the movement.

**Legal Responsibilities of the Board of Trustees**

The Board is ultimately responsible to ensure that ST-KA complies with state and federal law. The following are some of the most significant requirements:

* Withhold, report and pay taxes as required, including taxes on any “unrelated business income” and withholding taxes and other required withholdings from employees’ pay.
* Comply with laws that affect all employers, such as the Americans with Disabilities Act, the Fair Labor Standards Act, and the Family Medical Leave Act.
* Comply with the terms of grants and donations; promises made to donors are legally binding. Restricted funds given for specific projects or programs must not be commingled with other ST-KA monies.
* Record minutes of Board and annual Member’s meetings.

Thank you for your service as a Suburban Temple-Kol Ami Board member!