

Congregation B'nai Israel Board of Trustees Member Responsibilities

Purpose of Congregation B'nai Israel

“The purpose of this Congregation shall be to promote the faith of Judaism and the Congregation shall fulfill the historic function of the Synagogue to be a house of prayer, a house of study, and a house of assembly, and shall actively apply the ethical teachings of Judaism to the issues of our society.” [Bylaws, Art. I, Sec. 101(b)]

The role of the Board of Trustees is:

- To be **strategic and forward thinking** to make sure our mission is being fulfilled, the vision comes to fruition, and the temple remains relevant as the world changes.
- To have a fiduciary responsibility and be good **stewards** of B'nai financial resources and assets to ensure the organization has sufficient financial resources to carry out its mission. We must protect our congregational assets, provide oversight of our finances, develop and approve a budget and long term financing strategy, and implement a strategic fund development plan.
- To monitor B'nai programs, services and operations to ensure they are high quality, efficient, and meeting the needs of congregation.
- To support the **recruitment, retention and development of staff**.
- To **sets general congregational policy** and rely on our professional staff to carry out the policies and manage the organization.
- **To act with integrity**, ensuring the organization operates within accepted **legal and ethical standards**, is **transparent** and **accountable** to the congregation.
- To maintain a **professional** and positive **image** within the community, being **role models for and setting the tone as an inclusive, welcoming place**.
- To create a **“sacred partnership”** where people feel valued and give of their time, talents and resources to achieve congregational goals. The Board of Trustees, volunteer committees and staff work cooperatively and respectfully together toward congregational goals.

The Eternal One spoke to Moses, saying: “Tell the Israelite people to bring Me gifts; you shall accept gifts for Me from every person whose heart is so moved. And these are the gifts that you shall accept from them...” (Exodus 25:1-3)

Specific roles and expectations include:

- A commitment to serve for 2 years, renewable for a maximum of 10 consecutive years.
- Participation on the board: To the extent possible, attend all board meetings. The Board typically meets the first Thursday of every month, plus an annual meeting in June and a half day retreat in August. Members provide dinner for half the board once or twice a year and attend services as formal greeters at least twice a year.
- Preparation: Become familiar with the board bylaws, mission, vision, policies, budget and financial statements, programs and needs. Come prepared to board meeting having read materials sent in advance.
- Committee meetings. Participate in at least one committee, task force or special project, based on your interest and on B'nai Israel's needs.
- Support decisions of the Board. Respect the deliberative process of the Board, maintain confidences/confidentiality. We will seek to have consensus on all items, but majority votes will prevail. It is important we have one voice and publically support decisions and policies made by the Board. We can discuss ways to message decisions so that the concerns of those who may not have been on the majority side of a vote can be addressed.
- Support fundraising and the financial wellbeing of the Congregation. Board members must pledge and be current in their dues. Board member are also expected to contribute financially to B'nai Israel on top of dues and to help with meet our fundraising goals. Please give what you can based on your ability. We need to role model the spirit of philanthropic giving we want from all temple congregants. Last year board members were asked to contribute \$54 to general board operations to cover our retreat lunch and gifts to Bnai Mitvah students. In addition, you will be asked to contribute a small amount to the board's sponsorship of one or two annual temple fundraisers (\$20-\$40) and to support fundraisers by attending them and encouraging others to attend or become sponsors. Furthermore, you will be asked to contribute at the High Holiday appeal. Finally, please consider joining the Legacy Circle Giving Campaign (L'dor V'Dor) by including CBI in your estate planning.
- Be an ambassador and share the board's work/decisions with congregants. Listen to and request feedback from congregants to bring back to the board. Greet and welcome members, and regularly participate in the activities/events of the Congregation. We make congregant calls twice a year at HHD and Passover to thank members for being part of the congregation and check in to see if there are concerns. We greet members at the High Holidays, Shabbat Services and at events. Plan to attend various B'nai sponsored events (new member Shabbat, Shabbat services, fund raisers, committee sponsored events, holidays and special occasions). For many of us, this simply means being visible at events that we already attend, identifying yourself as a board member(hint-wear name tag) and consciously greet people and engage in conversation with members. Help us welcome and engage new members so they become part of our community, and help us thank those who give of their time and resources.
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