

Board of Trustees Membership at CSI

Responsibilities for Building an Inclusive Community

(i) Principles of Conduct.

CSI Board of Trustees ensure our synagogue is an inclusive, warm, and welcoming community; promote CSI's mission; and govern fairly, ethically, and wisely. To attain these objectives, Board members must adhere to these overarching principles of conduct:

Attend all meetings, act with honesty, avoid conflict of interest, treat others respectfully, and actively engage in the decision-making process, fairly, respectfully, and with an open mind.

Know CSI's constitution, policies, procedures, traditions, and financial affairs.

Preserve the dignity of CSI and ensure that everyone involved in synagogue life is treated with respect.

Respect and **maintain confidentiality** about matters discussed during Board meetings.

Strive to conduct all business with transparency, while being sensitive to privacy and confidentiality.

Communicate openly, trustingly, and truthfully with fellow lay leaders, clergy, professional staff, and congregants.

Create a safe and welcoming environment and build trust.

Support and respect the final decisions of the Board.

Listen to congregant's needs and be responsive to them, always.

Actively engage in the organizational and communal life of CSI by attending Board and committee meetings, worship services, and congregational events.

Serve as a liaison to the congregation by personal outreach and committee work.

Exercise oversight responsibilities of the Board that respects the expertise and judgment of the clergy, professional staff, and lay leaders.

Embrace tzedakah by financially supporting, to the best of their ability, their synagogue and its causes that exemplify *Tikkun Olam*.

Support development and execution of CSI's goals and strategies; ensure they are implemented through congregational programs and services.

Work collaboratively and constructively in CSI governance, share talents, provide critical thinking, and passion for CSI and its community.

Govern with a forward looking vision while preserving CSI's institutional history and traditions.

Board of Trustees Membership at CSI

Responsibilities for Building an Inclusive Community

(ii) Principles of Governance.

The **Board of Trustees** consists of 26 members, including the 8 voting Elected Officers that make up the Executive Committee; the rabbi and all past presidents are members too but do not vote. The Board is responsible for:

- The overall Vision, Mission, and Direction of the synagogue;
- Setting synagogue policy;
- Directing and supervising committees;
- Determining the operational Budget with respect to the CSI Mission;
- Establishing membership categories, accepting membership, and determining if membership should be withdrawn;
- Establishing dues or other ways of financing the synagogue;
- Setting an example to the Congregation, in participation in synagogue events, school functions, services, social and social action activities, and in donations;
- Ultimate control of the property and building and all other assets of the synagogue, including all funds and monies (includes discretionary funds and any other accounts, such as Sisterhood); and,
- Safety and security of the congregation, employees, etc.

The **Elected Officers of the Executive Committee** have additional obligations to CSI. These officers as members of the Executive Committee are responsible for the following additional duties subject, ultimately, to the approval of the Board of Trustees:

- The day-to-day management of the synagogue (financial, personal, etc.);
- Personnel issues -- hiring, firing, interviewing, and dealing with personnel issues [NOTE: Hiring/firing does not include clergy. That decision falls within the purview of the Congregation];
- Negotiating clergy contracts;
- Signing contracts (President);
- Maintaining budgets and causing disbursements of funds (Treasurer);
- Sending notices to the Board and the Congregation (Secretary);
- Establishing procedures, especially within the operations of the synagogue, and implementing the policies of the Board;
- Any issues that are of immediate/exigent nature, with notification as soon as practical to the Board;
- Forming a "cabinet" for the President -- both in an advisory capacity and by assigning officers portfolios to manage and bring important information to the attention of the President;
- Addressing confidential issues, whether with congregants or with other organizations with mutual consent;
- Reporting on the work of the EC to the Board;
- Officers reporting committee and other areas to the Exec Committee and the President, as needed;
- Establishing the agenda for the Board of Trustees (President); and,
- Leading the Board and the Congregation.