**1 Adult Education Committee**

1. It shall arrange the cultural events of the Congregation;
2. It shall arrange and implement classes and other educational and social activities for the adult membership;
3. It shall promote the Congregation’s support of the State of Israel;
4. It shall liaise with other Jewish communal organisations on matters of mutual concern.

**2 Budget and Finance Committee**

1. It shall furnish to the Board of Governors financial statements for the operation of the Congregation within one hundred and twenty (120) days of the end of each fiscal year.
2. It shall obtain from all committees their financial requirements for the ensuing year prior to the November 1 presentation to the Board in accordance with sub-paragraph (c.) below.
3. It shall prepare and recommend an Annual Budget covering the entire administration of the Congregation; such budget to be presented to the Board of Governors for ratification at a Board meeting held no later than August 31 of each year.
4. It shall ensure that invoices are issued by the Congregation for all annual membership contributions and all other charges by the Congregation and to attend to the collection of same.
5. It shall ensure that tax receipts are issued by the Congregation when appropriate.

**3 Capital Improvements Committee**

In accordance with the direction of the Board of Governors:

1. It shall prepare a comprehensive plan for land and building refurbishment to form the basis of a major capital fund raising program.
2. It shall supervise the implementation of relevant capital projects approved by the Board and monitor their progress.
3. It shall operate within the budgetary limitations as determined by the Board of Governors.

**4 Catering Liaison Committee**

1. It shall make recommendations to the Board of Governors with respect to establishing rates for the rental of the Synagogue's facilities.
2. It shall make recommendations to the Board of Governors with respect to all other matters related to the Synagogue's caterer and catering facilities.
3. It shall attempt to maximize the membership's use of the Synagogue's catering facilities and shall act as a liaison between the membership and the Synagogue's caterer.
4. It shall ensure that the terms and conditions of the Synagogue's contract with the caterer are being adhered to.
5. It shall represent the views of the Synagogue to the caterer and be responsible for ongoing communications and dialogue between the two entities.

**5 Cemetery Committee**

1. To investigate the obtaining of lands and services required to ensure the availability of a satisfactory number of burial plots for members of the Congregation and to make recommendations regarding same to the Board of Governors.
2. To determine the allocation of cemetery plots among persons entitled thereto in accordance with Article IX of the Constitution.

**6 Chevra Kadisha (male) Committee**

1. It shall perform all functions traditionally associated with a Jewish Burial Society.
2. Its practices, procedures and membership shall be in accordance with the Shulchan Aruch.
3. The Rabbi shall appoint the Chairman of the Chevra Kadisha.

**7 Executive Committee**

1. It shall oversee the day-to-day operation of the Congregation and perform all other functions as directed or delegated by the Board of Governors.
2. All decisions of the Executive Committee shall be subject to ratification by the Board of Governors.
3. All elected Executive Officers and the Immediate Past President shall be members of the Executive Committee.
4. A representative of the Sisterhood who is, ex officio (Section 10.04(e.) a member of the Board of Governors may, at the option of the Sisterhood, be a member of the Executive Committee.
5. Membership in the Executive Committee shall be confined to those persons set forth in subparagraphs (c.) and (d.).

**8 Fund Raising Committee**

It shall be responsible for developing and implementing fund raising activities on behalf of the Congregation in accordance with the directions of the Board of Governors, including planned giving, major gifts and dedications.

**9 Health Committee**

a. It shall address health issues that may arise from time to time concerning the Synagogue and its members.

1. It shall study health matters that may be pertinent to the well-being and operation of the Synagogue and its members.
2. It shall make recommendations to the Executive and the Board of policies and procedures to be adopted and implemented for the well-being of the Synagogue and its members, and to implement such policies when so adopted by the Executive and Board of Governors.
3. It may host programs, events, and initiatives to promote the health and well-being of the Synagogue community and the greater public.

**10 High Holy Days Committee**

1. It shall be responsible for allocation and distribution of all seats for the High Holy Days.
2. It shall make recommendations to the Board of Governors for the hiring of Klei Kodesh for the High Holy Days as necessary.
3. In conjunction with the Religious Committee, it shall designate Synagogue honours on the High Holy

Days.

1. The Parnas and the Gabbai shall be Members ex officio of the High Holy Days Committee.

**11 House and Maintenance Committee**

It shall be responsible for the care, maintenance and supervision of the lands, premises, buildings and equipment owned, rented, or utilized by the Congregation.

**12 Human Resources Committee**

1. It shall consider Human Resource issues referred to it by the Executive and provide its suggestions or recommendations thereto.
2. It shall consider Human Resource issues referred to it by the Synagogue staff and provide its suggestions or recommendations thereto in consultation with the Executive.
3. It shall develop standards of conduct between employees and members.
4. It shall be sensitive to and highlight awareness of legislative matters related to the workplace.

e. It shall develop guidelines for conducting periodic reviews of employees by their staff managers or the Committee itself.

**13 Inclusion Committee**

1. It shall raise awareness regarding barriers to inclusion and how to address those barriers.
2. It shall support BAYT committees in attracting people of all abilities to programs and minyanim.

**14 Kollel Committee**

1. It shall negotiate and implement any agreements necessary between the BAYT and the Kollel.
2. It shall review and evaluate the BAYT / Kollel Ohr Yosef lease agreement with a view to optimizing the BAYT’s relationship with the Kollel while ensuring compliance with the agreement.
3. It shall act as a liaison between the Synagogue and the Kollel and shall be responsible for ongoing dialogue and communication between the two entities.

**15 Letters Patent Committee**

It shall review the incorporating Letters Patent of the Congregation and make recommendations to the Board of Governors in connection therewith to ensure that such documents comply with all applicable legislation and are consistent with the principles of the BAYT Constitution.

**16 Membership Committee**

1. It shall promote the obtaining of new members for the Congregation.
2. It shall receive all applications for membership in the Congregation and to review same and thereafter to communicate with the Board or Governors in accordance with Article V, Section 5.07 of the Constitution.

**17 Mikveh Committee**

It shall be responsible for the proper maintenance and functioning of the BAYT Mikveh. The Chair of this Committee shall be a female member of the Board. On halachic issues, the Committee will liaise with the Rabbi and the Religious Committee.

In accordance with the direction of the Board of Governors and within the halachic guidelines set by the Senior Rabbi:

1. It shall supervise the head Mikveh attendant(s) in the operational aspects of the Mikveh.
2. It shall prepare yearly Mikveh budgets, including proposed fees, for approval by the Board.
3. It shall periodically monitor financial performance against the budget.
4. It shall promote awareness of the Mikveh.
5. It shall work with BAYT staff to ensure that the Mikveh is operated to the best advantage of BAYT and the community.

f. It shall recommend to the House and Maintenance Committee required Mikveh repairs and capital expenditures.

**18 Nominations Committee**

See Article XV.

**19 Obligations Committee**

1. It shall conduct a confidential review of the request for a reduction in membership contributions submitted by an applicant for membership or renewal thereof. The amount determined by the Committee will be discussed with the applicant and communicated in confidence to the Executive Director;
2. Any decision of the Committee may be appealed by the applicant to the President who will make the final decision.

**20 Outreach Committee**

It shall plan and organize growth based programming for unaffiliated individuals and families in the shul and general community, inspiring them to a better understanding and appreciation of their Jewish tradition and values.

**21 Program Management Committee**

a. It shall be assist other committees with coordinating programs, events, and shabbatonim

b. It shall liaise with the Religious Committee to coordinate their logistical and scheduling requirements for all services and Chaggim events.

c. It shall liaise with the Publications Committee to ensure that appropriate advertising and promotional material is initiated for shul events.

d. It shall liaise with the Booking Coordinator, the Catering Committee and the Shul caterer to ensure that all the food related events are provided for.

e. It shall assist other Committees and working groups to liaise with the office staff and will assist the office staff in directing communication regarding event proposals and planning to the appropriate committee.

**22 Publications Committee**

a. It shall be responsible for overseeing Synagogue print and online publications.

b. It shall maintain and update as needed publication guidelines and social media policies.

**23 Religious Committee**

1. It shall promulgate regulations for the proper conduct of all ritual and religious services in the Synagogue and make recommendations to the Board of Governors with respect to such services;
2. It shall be the liaison between all persons charged with religious functions in the Congregation;
3. It shall be responsible for the care, safety and repair of the Sifrei Torah, religious articles and books of the Congregation other than library books, and to ensure that an up-to-date inventory of same, including such objects on loan to or from the Congregation, is maintained;
4. It shall ensure that all necessary steps are taken to comply with Kashrut in the Synagogue building;
5. It shall ensure that a strict procedure is developed and implemented so that no food of any kind is brought into the Synagogue building except under the supervision of the Religious Committee, Mashgiach or Rabbi;
6. It shall maintain a close liaison with the Catering Liaison Committee and the House and Maintenance Committee to ensure that all requirements relating to Kashrut, Shabbat and Yom Tov observance are strictly enforced.
7. The Parnas and the Gabbai shall be Members ex officio of the Religious Committee and one of them shall be its Chairman.
8. The Senior Rabbi and Associate Rabbi shall be members of this Committee.
9. All members of the Religious Committee shall be observers of Shabbat and Kashrut.

**24 Security Committee**

1. It shall be responsible for security arrangements, including contracting with outside security agencies.
2. It shall liaise with the York Region Police, York Region Fire Department and Centre for Israel and Jewish Affairs (CIJA) Security on community security initiatives.
3. It shall ensure that equipment for the preservation of life and health is in good working order in the Synagogue and that there is a cadre of health professionals who are trained and available to deal with health emergencies.
4. It shall carry out emergency evacuation drills on a regular basis and to evaluate their effectiveness.

**25 Technology Committee**

1. It shall ensure that the synagogue’s information and communications technology requirements, including computer hardware, software applications, third-party software services as well as automated phone and call out systems are fulfilled.
2. It shall proactively research and consider new technology.
3. It shall prepare yearly operating budgets and capital cost estimates.
4. It shall develop security guidelines to protect the Synagogue’s technology.
5. It shall develop criteria for appropriate use of the Synagogue’s database information to be used for communication to members.
6. It shall oversee all data requirements and reporting to support the synagogue administration and committee work or programs.
7. It shall investigate and implement electronic member communications and self-service transactional tools.

**26 Young Adults Committee**

1. It shall plan, implement, and administer minyanim, programs, and activities, designed to meet the needs of the Synagogue’s young adult community focusing on young adults post high school.
2. It shall be a liaison to the Board representing the interests of young adults.

**27 Young Professionals Committee**

1. It shall plan, implement and administer programs and activities geared towards young members and families, focusing on members under the age of 40.
2. It shall be the liaison to the Board representing the interests of young members and families.

**28 Youth Committee**

It shall arrange, implement and supervise all youth activities in the Congregation including all youth services.