

SHOMREI TORAH LEADERSHIP RESPONSIBILITIES July 1, 2014

Title	Function	Responsible	
President Oren Hiller	Rabbi Yudin	Mike	
	Rabbi Markowitz	Oren/ Rabbi Yudin	Make sure co-ordination with Rabbi etc..
	Sisterhood	Carol Cohen	
	Mens Club	Scott Chait, Mikki Friedman	
	Nursery School	Deena Jarashow , Lilly Mentzel	
	Constitutional Committee	Jerry Kranson	
	Nominating Committee	Mike	pres. appoints chair
	FairLawn Political Action Committee	Sam Heller	Liason to boro of Fair Lawn & Bergen County, for ordinance issues & political agendas
	Capital Projects	Oren	e.g. refinance mortgages; Beautification Project
	Youth Committee	Avivia Oppeneheim	Oversee and co-ordinate youth activities in Shul. Hire & Oversee Youth Directors, Co-ordinate NCSY. - NCSY; Jay Bloom - / Youth Groups ; Etan and Kayla Bluman
		Neil Paris	Youth Minyan
	Shul Secretary	Oren	
Executive VP Josh Fogelman	Mikvah	Dossy Brandstatter	
	Charity Fund	Jack Nussbaum, Irwin Markow	Send out tax letters to all contributors by check. Shul secretary to assist.
	Cemetery	Jake Blatt	
	Chevra Kadisha	Rabbi Gershon	
	Ritual Committee	Jerome Gans	expand committee to incl gabbaim from all minyans; set mtg schedule/agenda
	Membership & Community Growth	Lillie Mentzel, Juliana Addi, Caren Eisenstadter,	Hospitality committee;Greet New persons who arrive in town, develop strategy to promote community growth, liason with TEC; Explain membership process and financial obligations, answer any questions, Help potential member fill out forms, Pass form thru proper channels. Once approved, pass info. to email & members lists. Committee includes Hope Beckoff, Renee Nussbaum, Renee Fishweicher, Shevi & their committee.
	Keeper of the Leadership Chart	Oren Hiller	Keep Chart Up to Date, Work with Leadership team to make sure all positions are filled(provide guidance, Identify candidates etc..)
	Catering & Room Rentals	Milty Frank	Liason to Caterers, Negotiate yearly contracts. Contact person to persons interested in Rentals and Notify Caterers of interest, Collect Down Payment, Maintain Calander that contains Room Rental And any shul events that require use of rooms (I.e. NCSY, Lectures etc..)

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	Rabbi & Shevi Calender	Milty Frank	Keep track of Rabbi s Calander...meet with them monthly and review next six to nine months...Get any updates from them and provide them with an updated calander 12 month rolling calander (hard copy)
	Rabbi/Assistant Rabbi Shabbos Schedule	Oren/ Rabbi Yudin	Work With Rabbi & Asst Rabbi to develop rotations of Rabbis based on Schedule in Shul (smachot, Special Events etc..), incl shabbat mincha shiur
	Shul/Community Master Calendar	Oren Pinner, Josh Fogelman, Rabbi Markowitz, Rabbi Yudin	Keep Central calender of Shomrei Torah events and important local schools (Diners, Parent/teacher meetings etc...) & community events
	Adult Education	Oren, Rabbi Markowitz	work with Rabbi Yudin, Markowitz and (scholar in residence & other ed. programs)
Fundraising VP Dori Zofan	Holiday Seats	William Hochman Adam Karp Daniel Pickett	Manage sale of Holiday seats to members and non-members. Keep list of seats sold, maintain master seating chart, liase with Financial secretary regarding selling seats to members who do not owe money to shul.
	Fair Lawn Jewish Community Council	Mike	Mike Glass & Adina Weinstein on FLJCC Board- FLJCC Has not met for last 2 years
	Federation	Ralp Cheifetz	
	Aliyos Upstairs	Milty Frank, Jay Hirschhorn	Record on Shabbat & Holidays Aliyot pledges/Send results via e-mail periodically to Financial Secy
	Aliyos Downstairs	Jerome Gans	Record on Shabbat & Holidays Aliyot pledges/Send results via e-mail periodically to Financial Secy
	Aliyos Hashkama	Adam Karp	discuss at ritual committee mtg.
	Holiday Appeals	Dori, Oren, Synagogue Office	Print Pledge Cards/Assign someone to distribute & Collect cards in each minyan for Men & Women
	Annual Dinner	Dinner Committee/ Oren/ Dori	Select and "get" honorees with President & Rabbi, Appoint chairpersons, Oversee and coach chairpersons, provide continuity from year to year
	Seforim and Machzorim	Adina Weinstein	no more siddurs or chumashim! Library books project. Collect Money/Purchase books/Print Label place in Sefer/Send Thank you letters
	Chumash & Siddur for Bar/Bat Mitzvah's	Adina Weinstein	also gets book from FL JCC. Purchase books/Print Label place in Sefer
	Special Events	Doi/ Oren/ Rabbi Markowitz	e.g. purim chagigah, simchas beit hasoweyva, shul anniv lunch
	Fundraising Projects	Dori/ Oren	Develop ideas for project, line up sponsors, execution of plan; e.g. Yizkor Booklets, Mechitzos, Lockers
	Memorial Plaques	Adam Karp	Take orders including names for Plaque/Order Plaque/Put up Plaque
	Yarzeit Letters	Adam Karp/ Shul Secretary	Send letters in month prior to Yarzeit as Reminder and ask for Donation
	Upstairs Kiddush	Alla Kavesh / Lina Fleysmakher Lina Fleysmakher	Single point of contact with Sponsors, Work with Sponsors to develop menu, Place order with Caterers, notify Yanusz, Collect Funds, Work with Sponsor to develop "Bulletin Blurb" Notify Bulletin Editor
	Downstairs Kiddush	Elie Addi / Michael Zimbalist	Single point of contact with Sponsors, Work with Sponsors to develop menu, Place order with Caterers, notify Yanusz, Collect Funds, Work with Sponsor to develop "Bulletin Blurb" Notify Bulletin Editor
	Shalosh Seudos	Esther Silvestri	Get Sponsors/Order food/Send File to Treasurer. Work with Sponsor to develop "Bulletin Blurb". Notify Bulletin Editor

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	Shavuout Night Program	Rabbi Markowitz	work Rabbi Yudin and TEC
	Shavuot Siyum Program	David Friedman Debbie Friedman	work Rabbi Yudin & Markowitz
	Simchat Torah Program	Oren / Jay Bloom	Coordinate Kiddush, Fundraising, Selling of Ata Harrasa
Financial VP/Treasurer Dena Heller	Accounts Payable	Dena Heller	Use "quickbooks"to input payments, insure bills submitted for payment are valid, pay bills, ongoing effort to reduce costs, monitor costs that are growing, contribute data to budget and monthly financial reporting. Explore Rakefet for Financials.
	Payroll	Bella Grinberg	Collect payroll data for Rabbi, Asst Rabbi, Nursery school, Youth Groups, NCSY, Custodial staff, input to ADP, monitor reports and accounts at ADP
	Government Filings		
	Insurance	Barry Gore and Oren Hiller	Monitor all Shul "insurance" policies...make sure Insurance is appropriate, Best price, payments are current.
	Collections Committee	Mike, Jay, Oren, Ed (Mostly Mike)	Define members that are not current on shul dues/pledges.... Send letters...contact individuals to remind them to pay... discuss ways to correct situation
	Preparation of Budget	Dena Heller	Prepare budget based on last years actuals and input based on "owner" of cost or income
	Presentation of Financial Reports	Dena Heller	Prepare a monthly report of actual vs. budget
	Finance Committee	Jay, Norman B, Michele B/ Arthur Goldberg/ Larry Bravman/ Joel Pogolowitz/ Lillie Mentzel	Review budgets and major expenditures such as Beautification project prior to presentation to Board of Directors

Administrative VP Barry Gore	Shul House Committee	Barry	Manage Janusz schedule, Maintain Punch List of activities that need to be done on a daily, weekly, month, Quarterly or annual basis
	Yudin House Committee	Fred Pizov	"
	Markowitz House Committee	Barry	"
	Emergencies	Stu Mentzel	
	House Rental	Barry Gore	Manage any repairs etc.- Keep track of Utility Payments
	Purchasing	Barry, Yanusz, Michael Glass	Purchase and supplies required to maintain Shul or any of the houses. Schloss' purchase paper goods
	Eruv Committee	Milty Frank	Marc Nash - Eruv Checker, Liase with Other Shuls, Manage/Fix Eruv when required, maintain Eruv truck.
	Shiva Committee	Sam Heller	Bring Sefer Torah, Siddurim, Shiva Charis to Shiva House and return to shul after Shiva
Lilly Mentzel -			

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Corresponding Secretary Josh Ricklis	Hashomer Magazine	Joel Lelonek	Collect articles for events since last issue, Previews of articles for events going to occur, articles of interest etc... format, proof, print master copy for copying
	Shiva Coordination	Leah Bein	Notify all necessary persons when required, E-mail distribution, Shiva Card Co-ordinator, Bulletin and Sisterhood Chesed person
	Weekly Bulletin	Ralph Cheifetz, Oren Hiller	Help Shul secretary put out accurate publication/Review drafts/Help prioritize items/obtain late breaking info.; incl davening times Leo B.
	Outside Bulletin Board	Arthur Weinstein/ Janusz Legutko	Update Parsha/Times/Bar & Bat Mitzvahs & Auf Ruf
	Inside Bulletin Boards	Shul Secretary	Post Shul or events taking place at Shomrei Torah or in community. Monitor for appropriate materials & remove old ones.
	Shul Hall Bulletin Board	Shul Secretary	Include key shul events. Remove old posters.
	Correspondence Letters	Shul Secretary/ Oren Hiller	Send Lifecycle letters to members From Rabbi and President
	Shomrei Torah Web Site	Oren Hiller	Maintain ST Web Page...post updated bulletin etc... keep pages current, work with various shul officers. Do major revisions to website to populate with "people" pictures and information.
	Voice Mail times	Robert Isler	Update Shul davening times on Voicemail
	Phone Message System	Michael Glass/ Barry Gore	
	Procedures and Policies	TBD	To establish guidelines of procedures and policies for operating the shul in order to maximize efficiency and establish order among the board members and staff; to establish a continuum of policies and procedures to be carried on through different and varied terms of officers and elections;
Financial Secretary David Heiser	Accounts Receivables	David Heiser/ Janis Hiller	Use "quickbooks" to track receivables and payments against the receivables, Print Bills every six to eight weeks. Explore Rakefet for financials.
	Mail Bills	ShulCloud Email/ Shul Office	Insert bills into envelopes, stamp and bring to post office
	Bank Deposits	Michael Glass. Janusz	Collect checks from Mail and lock box, prepare a record of each individual check, Add up cash contributions from Shul Tzedakar box, prepare a deposit slip for bank...make deposit at bank
	Post Office Box	Shmuel Shicker	picks up mail from PO Box, to shul
	Tax Letters	David Heiser	Send letters to members and non-members for all contributions that require a tax letter for income tax purposes
Recording Secretary Yair Oppenheim	Board Meeting Minutes	Yair	Record minutes and distribute to board members. Review at next meeting. Keep a soft and Hard Copy files.
	Board Meeting Agenda	Oren/ Yair	Work with president and make sure there is an Agenda prepared for prio to each board and leadership committee meeting. Distribute Agenda prior to meeting. Make sure to include topics brought up but NOT covered from prior meetings.
	Board member Attendance & Followup	Yair	Keep accurate record of attendance at board meetings. Distribute "Score Card" periodically (every 3 months) with reminder about Shul Policy, Collect Board Member E-mail addresses and set up distribution list

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	Membership List	ShulCloud - Shul Secretary	Maintain database of Shomrei Torah members name, address and Phone number. Include friends of ST
	Public Relations	Enlist Member	Write articles that hi-light interesting things happening in Fair Lawn that might have interest and responsible for getting articles placed into local newspapaers/ Radio (JM in the AM etc..)