

<b>Committee</b>	<b>Description of Duties</b>
Adult Education	Coordinate Scholar-in-Residence with Rabbis, check shul & community calendar to avoid conflicts
Bequest	Coordinate bequests from members to include synagogue in their estate planning.
Bikur Cholim	Visiting the sick, distributing items needed i.e: wheel chair loan, send meals when needed.
Brotherhood	Develop and run social programs, weekly breakfast, fundraisers with other men in the shul.
Calendar	Meet twice a year with the shul Administrator and the different local organizations to schedule programming throughout the year without conflicts with shul events.
Decorum	Manage ushers & decorum in the sanctuary on High Holidays and Shabbat.
Expansion	Coordinate meetings with committee, architect, builder, Shul Administrator
Finance/Budget	Meet with Shul Administrator to assist in writing the annual budget, review quarterly budget vs. actual. Work with members in arrears. Chaired and appointed by 1st VP
Holiday Programming	Plan events for Yom Ha'Atzmaut/Yom HaZikaron, Yom Yerushalyim, Tu B'Shevat, Lag B'Omer, Yom HaShoah. check with other shul branches and other local organizations for overlap.
House	Assist with the overseeing of the maintenance of the building, get quotes for large jobs, work closely with Janitorial staff, plan budget for repairs and maintenance.
Insurance	Ensure synagogue proper coverage and reviewing current policies for Personal and Property.
Jewish Educational Fund	Responsible for raising funds for distribution to Jewish Day Schools in South Florida that education shul youth ages K-12 grade.
Journal	Responsible for all aspects of annual journal including distribution of ad blanks, coordinate printing, follow up with solicitors, proofreading, review of budget
Journal Dinner	Responsible for all aspects of annual dinner including invitations, replies, catering selection, entertainment, gifts, hall set-up. Work closely with Shul Administrator on costs and budget.
Kol Nidre Appeal	Call meetings with the Kol Nidre solicitors, divide the Kol Nidre list with other solicitors, follow up on the solicitors that they called their list. Coordinate with Administrator for the "Call Out" list and the printed "thank you" list
Raffle	Responsible for selling of annual raffle tickets, finding prizes, creating a raffle drawing event.
Ritual	Gabbaim who are responsible for all services. Distribution of honors, coordination of Torah reading and all aspects of running services on daily basis.
Safety & Security	Organize Shomrim on Shabbat and Yom Tov, Develop and implement policies and equipment for safety and security of the building. Work with Shul Administrator to create an annual budget.
Sisterhood	Develop and run social and educational programs, Bat Mitzvah program and other fundraisers for the women in the shul.
Shiva Minyan/Shiva House	Help prepare a home where shiva will take place. Coordinate the minyan.
Social Action	Stay aware of current affairs. Coordinate speakers of interest with Adult Education.
Synagogue	Brainstorm programs for the shul. Fundraisers as well as Fun Raisers

Programming	
Technology	Responsible for coordination of all technology, social media, websites, software used by shul.
Welcoming/Membership	Reach out to new members, coordinate New Member gifts with Sisterhood/Brotherhood, connect new members with an established family, coordinate social programs for new members.
Yizkor Book	Publish annual Yizkor Book. Coordinate book entries, advertising and printing.
Youth/Teen	Work with youth staff in establishing programs. Assist in establishing a budget, review quarterly.