

Helpful Tips for Committee and Auxiliary Chairpersons

Committee Membership

- Submit current list of committee members to Executive Director no later than October 1st of each year for the Temple records.
- The Senior Rabbi, the Temple President, and the Executive Director are ex officio members of all committees. Please make sure they receive notice of your meetings so that they can attend if they wish.

Committee Governance

- Appoint a Vice Chair to assist you
- Appoint a Secretary to record committee discussions and submit electronic minutes in a timely fashion to the Executive Director for Temple records.
- All Committee Chairpersons shall submit three quarterly reports throughout the year at the President's request, including a year-end report no later than April 1st.
- At the beginning of the fiscal year, review the committee's mission and note 3 *obtainable* goals for the committee.
- At the end of the fiscal year, in the year-end report, identify whether these goals were met and how.
- Please select a regular day and time for your meetings and confirm it with the Communications Director. It will be publicized on the Temple calendar, so please let us know if something changes.

Event Planning

- Get on the Temple calendar. All events connected to Temple Shalom or a Temple Shalom committee or group must be on the Temple calendar.
 - Contact Jfischer@naplestemple.org to clear your date and time for conflicts.
 - This includes events held off-site
 - This includes Zoom requests
- If your committee's activity costs money, please clear with the Executive Director that there is money designated in the Temple budget for your committee and that you are within the budget.

Publicity

- All requests for publicity (email, Voice, website, social media) or any other sort of administrative assistance should be submitted to the Communications Director using the Request for Publicity form.
- Please keep in mind that your committee exists and works within a larger Temple environment, and there are competing interests for the attention of the membership, which may limit the frequency and formats available to you.

Refreshments

- See the Facilities Manager
 - if you are considering a catered event BEFORE initiating contact with any caterer.
 - about the menu
 - Please remember that Temple Shalom events may not serve pork, shellfish or milk and meat in the same dish even if they are held offsite.
 - if you are considering serving alcohol

Other

- All actions and recommendations requiring Board approval must first be presented to the Executive Committee.
- These reports shall be submitted to the president at least one week prior to the Executive Committee meeting, in order to be put on the agenda.

Questions?

Call Jeanette Fischer, Communications Director - 239-455-3030 or jfischer@naplestemple.org

Victor Lucas, Facilities Manager - 239-455-3030 or vlucas@naplestemple.org

Deborah Fidel, Executive Director -239-455-3030 or dfidel@naplestemple.org

THANK YOU FOR ALL YOU DO TO HELP MAKE TEMPLE SHALOM SO SPECIAL!