

SVAJ Board Governance Policy

Standing Committees

The following Board Governance Policy is adopted by the Board of Directors (“the Board”) of Skokie Valley Agudath Jacob Synagogue (“the Synagogue”) pursuant to the Synagogue’s Bylaws, Article IX, Section 1. In addition to the standing board governance committees (“Standing Committees”) specified therein, the following Standing Committees shall be constituted:

I. Finance

- A. The Finance Committee shall include the Treasurer, the Financial Secretary, and not less than three other members, of whom at least one shall be another member of the Board.
- B. The Treasurer shall serve as chair of the Finance Committee and another Finance Committee member shall serve as co-chair.
- C. This Committee’s charge shall include the following responsibilities:
 - 1. Establish, document, and monitor compliance with internal controls for financial transactions
 - 2. Draft an annual budget, to be presented by the Treasurer for consideration by the Executive Committee and the Board
 - 3. Monitor adherence to budget with regard to revenues and expenditures
 - 4. Advise the board regarding
 - a) long-range financial goals that align with strategic objectives of the Synagogue
 - b) financial aspects of contracts and leases
 - c) financial guidelines with regard to such matters as reserve funds and the utilization of loans and lines of credit

II. Ways and Means

- A. The Ways and Means Committee shall include its chair, co-chair, and not less than three other members, of whom at least one shall be another member of the Board
- B. This Committee’s charge shall include the following responsibilities:
 - 1. In coordination with the Finance Committee, propose annual fundraising targets to support existing operations, new program development, and capital outlays
 - 2. Plan and coordinate fundraising campaigns and events to achieve targets
 - 3. Identify and engage with individual donors, foundations and government agencies
 - 4. Involve the Board broadly in fundraising efforts

III. Membership

- A. The Membership Committee shall include its chair, co-chair, and not less than three other members, of whom at least one shall be another member of the Board
- B. This Committee’s charge shall be to mobilize the membership at large include the following responsibilities:
 - 1. Recruit prospective members
 - 2. Welcome new members
 - 3. Produce engaging events and programs for members to create connections and to foster relationships across generations

4. Build community by promoting participation and volunteerism (as in, “At Skokie Valley we don’t ‘go to’ synagogue, we **are** the synagogue”)

IV. House

- A. The House Committee shall include its chair, co-chair, and not less than one other member
- B. This Committee’s charge shall be
 1. Assessment and ongoing monitoring of the synagogue’s physical plant and all related equipment (mechanical, electrical, etc.)
 2. Working with SVAJ paid employees and third-party providers to ensure the maintenance and uninterrupted functioning of the synagogue’s physical plant
 3. Establishment and implementation of SVAJ’s capital improvement plan in close coordination with other committees of the board, including but not limited to the Finance Committee

V. Ritual

- A. The Ritual Committee shall include its chair, co-chair, and the gabbaim who are assigned to the men’s and women’s section.
- B. The positions of chair and co-chair are open to gabbaim but need not be occupied by gabbaim.
- C. This Committee’s charge shall include the following responsibilities, in consultation with the Rabbi in his role as the final authority on all halachic decisions:
 1. Set the calendar and locations of minyanim
 2. Oversee the operation of the minyanim, including selection of ba’alei tefillah and ba’alei kriah, as well as other Torah honors
 3. Oversee the upkeep of the Synagogue’s sifrei torah and other ritual objects, along with siddurim, chumashim, and other books used in services; alert
 4. Alert the Board of the need to finance repairs

VI. Adult Education

- A. The Adult Education Committee shall include its chair, co-chair, and not less than one other member
- B. This Committee’s charge shall include the following responsibilities:
 1. Assess the educational needs and interests of various constituencies among synagogue members
 2. Develop, implement, and evaluate educational programs to address these needs and interests

VII. Youth Programs

- A. The Youth Programs Committee shall include its chair, co-chair, and not less than one other member
- B. This Committee’s charge shall include the following responsibilities, in partnership with the corresponding committee of any congregation that jointly operates youth programs
 1. Develop, implement, and evaluate youth programs for member families
 2. Identify and publicize external events and programs for youth that are consistent with the Synagogue’s vision and values

VIII. Special Events

- A. The Special Events Committee shall include its chair, co-chair, and not less than one other member
- B. This Committee's charge shall include the following responsibilities:
 - 1. Organize and run events that enhance the synagogue community's collective experience of the annual cycle of Jewish holidays, as well as relevant secular holidays and seasonal rhythms
 - 2. Coordinate with the Membership Committee on selected events of interest to both Committees

Approved by Board of Directors: October 26, 2018

Certified: /s/ Joel L. Rubin, Secretary

Skokie Valley Agudath Jacob Synagogue