



Position Descriptions

for the

Beth Chaverim Reform Congregation Board of Directors

ALL BOARD POSITIONS INCLUDE THESE DUTIES:

- ATTEND MONTHLY BOARD MEETINGS
- BUILD COMMITTEE MEMBERSHIP WITHIN AREA OF RESPONSIBILITY
- BOARD GREETER RESPONSIBILITIES PER WORSHIP CALENDAR
- COORDINATE EVENTS PRIOR TO PUBLICATION WITH BCRC CALENDAR VP
- SUBMIT INFO (ARTICLES, ETC.) FOR BULLETIN, BLAST, WEBSITE, AND/OR PR AS NECESSARY
- REVIEW FOR ACCURACY YOUR COMMITTEE'S INFORMATION ON THE WEBSITE AT LEAST QUARTERLY
- MAKE TELEPHONE CALLS TO CONGREGANTS AS DIRECTED BY BOARD

Executive Committee - current EC consists of President, EVP, VP Worship, VP Education, Treasurer, and Secretary. EC meets monthly.

President

The duties of the President are the following:

- Preside at all meetings of the Congregation and the Board of Directors.
- Call all meetings of the Congregation.
- Sign agreements, contracts, deeds, and other documents on behalf of the Congregation pursuant to resolutions approved by the Congregation or the Board of Directors, except for those documents legally required to be signed by the Trustees.
- Serve as a signatory on bank accounts and notes.
- Serve as an ex-officio member of all committees without the right to vote. However, the President shall not serve on the Nominating Committee.
- Establish the Nominating Committee and appoint the Chairperson of that committee
- Serve as the initial point of contact with outside organizations.
- Oversee and coordinate, when necessary, the activities of the various committees/Vice Presidents.

Executive Vice President (revised 3/07)

- The Executive Vice President is responsible for assuming any / all of the duties of the President at the request of the President or in the President's absence.
- Liaison to Webmaster.

Worship Vice President (revised 2/07)

The duties of the Worship Vice President (and committee) are:

- Manages the Worship Committee, which is responsible for the coordination of all religious services, including High Holiday Services, Erev Shabbat, and Shabbat services and other religious events. This includes, but is not limited to:
- Planning aliyot, organizing yizkor, set-up/clean-up, tickets, onegs, organizing Shiva minyans, arranging for baby namings.
- Through Logistics Coordinator, ensures that venues are secured for all religious services and coordinates transportation and setup of religious items.
- Through B'nai Mitzvah Coordinator, ensures that all B'nai Mitzvah scheduling is completed.
- Works with the spiritual leader(s) of the congregation to develop appropriate services for specific events.
- Serves as BCRC's primary day-to-day point of contact with the congregations's spiritual leader(s) and cantorial soloist(s) for matters of worship, liturgy, scheduling, etc.
- Coordinates with other Committees to plan special events as needed (e.g., Purim carnival, Passover Haggadah reading, etc.).

- Works with B'nai Mitzvah Coordinator and Logistics Coordinator.
- Conducts evaluations of spiritual leaders and cantorial soloists with input from affected parties.

**Treasurer
(revised 2/07)**

The duties of the Treasurer (and committee) are the following:

- Maintains the financial records of the congregation. Is responsible for the disbursement of funds, and signs, with the President or other delegated signee, all checks. The treasurer reports at every meeting of the congregation and board of trustees.
- Is responsible for maintaining books to show the relationship of the congregation's financial state to its budget.
- Assists in the preparation of an operating budget for the congregation and submits same to the congregation board for approval and/or modification.
- Seeks to have all available temple funds placed in designated accounts to maximize the amount of interest that may be earned on these funds.
- Collects membership dues, school fees, and other monies payable to the Congregation.
- Notifies the President of receivables overdue by more than 60 days.
- Supervises the deposit and investment of all funds in a manner approved by the Board of Directors.
- Oversees disbursement of Congregation funds.
- Serves as a signatory on all bank accounts.
- Maintains a permanent set of books of account disclosing monies received, liabilities incurred, and expenditures made in accordance with generally accepted accounting procedures as applicable to religious institutions.
- Maintains permanent set of books that shall accurately disclose the status of membership with regard to the payment of dues, pledges, contributions, and assessments.
- Provides the Board of Directors with a report of finances of the Congregation at all Regular Meetings of the Board of Directors.
- Provides the Board of Directors with a written quarterly financial report.
- Submits the books and records of the Congregation for an annual audit or review upon request of the Board of Directors,
- Ensures the financial affairs of the Congregation are conducted in accordance with all applicable federal, state, and local statutes and Internal Revenue Service Regulations.
- Serve as a member of the Finance & Budget Committee.
- Maintains accurate records of all monies received or paid by the Congregation and issues any receipts required by statute or Internal Revenue Service Regulation.
- Ensures the preparation and filing of payroll tax returns and tax deposits.
- Sends all statements of accounts receivable.
- Acknowledges in writing all contributions and donations to the congregation.
- Invoices and collects payments for Bulletin advertisements; communicates with Bulletin Editor about addition/removal of ads based on revenue received.

Education VP
(revised 3/07)

- Supervise the School Administrator [see non-Board positions], including evaluation of performance with input from affected parties.
- Fully staff the school for the school year
- Attend Education Committee meetings; generate and maintain minutes for these meetings.
- Ensure curriculum is kept up to date and addresses student needs
- Order textbooks in August for start of the school year
- Along with School Administrator, resolve issues between parents/students/teachers as necessary
- Work with new Rabbi, Committee and teachers in formulating family education programs and/or field trips or other special programs
- Manage current year budget and develop following year's budget
- Develop/update Religious School handbook
- Prepare and distribute correspondence to the parents of religious school students as necessary
- Prepare and submit information regarding the school to the Webmaster for posting on BCRC website
- Provide support for teachers as needed

House Affairs VP
(created 2/07)

The duties of the House Affairs VP (and committee) are:

- Will be the primary contact to all condo associations.
- Present a yearly budget for his committee and will present for Board approval any projects outside the budget. This is to include the scope of work to be performed, recommendation of contractors that he will hire and supervise, and a plan for adjustments needed for the disruption of any current services or operations. He will review all bills for goods and services provided prior to submission for payment to the treasurer.
- Is a member of any committee involved with further expansion and/or remodeling of the building.
- Provide for the regular maintenance, repair and upkeep of all synagogue facilities and equipment.
- Interview and supervise all support personnel involved with the maintenance of the building and it's equipment. Present to the board recommendations for all personnel and companies that perform work for the synagogue for its maintenance of the building and equipment.
- Will maintain relationships with all service companies related to the maintenance of the building and its equipment, including current contact information for scheduled and emergency services. This includes electrical systems, hvac systems, custodial services, security systems and services, and exterior property maintenance.

- Submit for approval to the Board a comprehensive set of policies concerning the use of the building and its equipment by both the Congregation and any outside organization or personnel.
- Maintain an inventory of all current Synagogue property. Is contacted prior to any donations of art or physical equipment. Will be, with consultation with the appropriate committee, part of the decision process for the ultimate decision on all donations of art or physical equipment. Will maintain a file of original donor policy sign off sheets with donation valuations.

Ways and Means Vice President

The duties of the Ways and Means VP (and committee) are the following:

- Develops a list of ideas/events for fund raising appropriate to a synagogue.
- Explores the possibilities for increasing income from old and new sources.
- Establishes and chairs a subcommittee responsible for the long-term, high-dollar volume fundraising necessary for the establishment of our own structure.
 - Works on a three-year time horizon
 - Collects ideas from the community
 - Develops funding and donation concepts
- Presents to the Board specific proposal/event for increasing income and implements proposals.
- Maintains files on events run in past with all funds and figures
- Coordinates with other committees to include some type of fundraising activity whenever possible.
- Ensure that all profit from all fundraising functions are turned over to the Treasurer.
- Work with Public Relations person to advertise events
- Solicit advertisements for the Bulletin.

Membership Vice President (revised 2/07)

The duties of the Membership Vice President (and committee) are the following:

Recruitment:

- Develops a program to increase synagogue membership, seeking and encouraging the affiliation of new residents in the County.
- Plans a membership orientation program including but not limited to tours of the facility. Coordinates creation of membership packets and forms and sends same to prospective members.
- Organizes membership-related events, in coordination with other VPs, on quarterly basis (i.e., new member Shabbat, Meet & Greets, Clergy Luncheon, & explore ways to honor new members). Organizes programs for unaffiliated persons, in coordination with other VPs.
- Attends or has committee members attend at events where non-members are likely to be present (i.e., Picnic, Chanukah, Purim, Passover, etc.).

- Monitors BCRC telephone line to respond to inquiries from prospective members. Refers other types of calls to appropriate Board members.
- Informs congregation of new members by providing information, and a picture to the Bulletin Editor to be placed in the monthly newsletter.
- Develop a program or system to connect with BCRC/JCCNV Nursery School families
- Send Welcome Letters to new members when advised of forms received by Secretary.

Integration:

- Seeks means of involving members who do not participate in congregational activities.
- Make periodic phone calls or contact with first year new members Develop a New Member Ambassador Program (Buddy System)

Retention:

- Takes note, in an appropriate manner, of the reasons for the departure of members from the community and communicates same (without names) to the Board.
- Develop Membership appreciation opportunities
- Celebrate long-term members through recognition programs, and develop ways to publicly acknowledge volunteer contributions.
- Conduct formal & informal needs assessments
- Engages existing members to participate in the New Member Ambassador Program (Buddy System)
- Work with Helping Hands to assure we are meeting members' needs

**Secretary
(Revised 2/07)**

The duties of the Secretary (and committee) are the following:

Organizational Documentation

Maintains accurate records of the formal proceedings of all meetings of the congregation and the Board of Directors.

Files (electronically) and keeps safe the minutes of all Congregation and Board of Directors meetings, and other Board of Directors records.

Establishes and maintains a separate record of all Board policy decisions and motions.

Maintains the current Constitution and Bylaws of the Congregation and any amendments or revisions thereto.

Distribute updated copies of the Constitution and/or Bylaws to all members of the Congregation within 30 days after the adoption of any amendment thereto.

Monitors policy section of website and sends updated info to Webmaster for posting.

Database

Maintain the database of member and prospect information, purging as appropriate.

Provide reports and labels from database as requested.

Advise VP Membership and the Board of new members (including contact information and special aptitudes, skills or interests so that they may serve on committees which fit their interest).

Submit birthday, anniversary and yahrzeit information to the Bulletin Editor on a monthly basis.

Submit yahrzeit list to the Rabbi(s) and Worship VP on a monthly basis.

Create Yahrzeit reminder letters monthly and send them electronically to the Worship Committee member responsible for mailing them to congregants

Print out mailing labels for newsletter and other correspondence when needed.

Prepare and distribute Membership Directory annually.

Correspondence/Communication

Conduct the correspondence of the Congregation as directed by the Board of Directors.

Send notices of all Congregational and Board of Directors meetings, as appropriate, to applicable members.

Reads, forwards and answers BCRC emails received at the BCRC email account.

Send out time-critical messages to the congregation via e-mail.

Maintain AOL "master" list of e-mail addresses (includes members, prospects, and other that have requested info).

Compile information from Board/Committees to prepare weekly E-mail Announcements. Send draft to President and EVP on Tuesday; distribute final version on Wednesday.

Maintain Evite address book with members' addresses. Utilize Evite to create and send invitations to certain functions.

Distributes mail to the appropriate parties.

Send appropriate greetings, on behalf of the congregation, to all members in recognition of special life-cycle events (to include, but not be limited to, births, condolences, and illness recuperation).

**Social Vice President
(revised 2/07)**

The duties of the Social Vice President are the following:

- Plans and coordinates social functions which will encourage participation by congregation's families, i.e., picnic, Hanukkah party, etc.
- Yearly functions include but are not limited to: Purim party, Second Night Passover Seder, Annual Picnic, Hanukkah Party, Israel Independence Day (in conjunction with Sha'are Shalom), Shabbat Across America
- Monthly & other regular functions include but are not limited to: Membership Meet & Greet breakfasts, Mens' Club meetings.
- Identifies and plans social functions that will appeal to different demographic segments of the congregation.
- Responsible for coordinating each event, to include securing a location for the event, activities taking place at the event (this may include working jointly with other committees), set-up/clean-up, collecting entry fees, decorations, food and drink.

Public Relations VP

The duties of Trustee I are the following:

- Oversees the public relations program of the congregation, including advertisements, news releases and other materials such as brochures and business cards.

**Bulletin Editor/Calendar VP
(revised 2/07)**

The duties of the Bulletin Editor/Calendar VP (and committee) are as follows:

- Maintain the congregation's master calendar online, ensuring conflict-free scheduling AND include calendar in monthly Bulletin
- Bulletin preparation:
 - The Bulletin is to be published and distributed by the first of each month
 - Collect, edit, specify layout with graphics designer, and verify information on articles submitted by fellow Board members
 - Incorporate new ads as received from Ways and Means and remove them when notified by Treasurer.
 - Seek Board approval on articles submitted by non-Board members
 - Contact B'Nai Mitzvah parents to request photo and spotlight article on their child
 - Read and determine which time-sensitive articles to include from outside organizations
 - Through guest writers/reporters when possible, gather information and photo to write volunteer of the month and or new member spotlight article.

- Write copy to recap events not covered by submitted articles
- Follow up with graphic designer to ensure the final submission of Bulletin to printer for printing and mailing

Community Liaison VP
(revised 2/07)

- BCRC's liaison to URJ – researches resources and acts as intermediary between BCRC and the URJ
- Every four years, works with World Zionist Organization to register members to vote.
- Liaison to groups without Board representation, including, but not limited to Woodstock Gang and Interfaith.
- Maintain database of requests for donations and present to BCRC Board those which seem most appropriate for consideration.

Youth Group VP
(revised 2/07)

The duties of the Youth Group VP (and committee) are the following:

- Operates as the policy maker, coordinating and supervising all of the congregation's youth activities
- Coordinates with other arms of the congregation
- Maintains liaison with the national and regional youth commissions and departments
- Fosters attendance at NFTY & JETPAC programs by publicizing events, arranging transportation, and sharing info on the availability of funds for attendance at regionally and nationally sponsored activities, conferences, encampments and other summer activities
- Interviews, hires and supervises professional youth director and or youth leaders (as applicable)
- Attend all youth group meetings or arranges for another Youth Leader to supervise
- Chaperone all activities or arranges for Youth Leader to supervise
- Handles issues and suggestions from parents
- Include elements of Judaism into the YG calendar year (i.e., Tzedakah, Jewish Holidays, Community Service & Social Action)
- Coordinate Youth Group activities with NFTY, JETPAC & congregation calendar of events
- Provides opportunities for students & parents to assist in planning & implementation of programs when appropriate
- Set long term goals for the Youth Group and address the needs of different age groups among the Congregation
 - ie: CHAVTY (9-12 grades)
 - Jr. CHAVTY (6,7 & 8 grades)
 - Mini CHAVTY (4th & 5th grade)

After discussion with the rabbi, we determined that it would be better for Mini chavty to be 5th & 6th grades, and Jr. Chavty to be 7th & 8th grades starting next year.

OTHER NON-BOARD POSITIONS

Chair - Tikva (Hope): the Loudoun Center for Peace and Understanding

- Work with the BCRC Board to establish Tikva
- Work with the **United Jewish Endowment Fund** to represent Tikva as an **Agency Fund**
- Work with **Federation** in its capacity as holder of our Agency Funds
- Work with the **JCRC** (Jewish Community Relations Council)
- Put Tikva's mission into action
- Fulfill both the goals of Tikva and the donors.
- Act as liaison between Federation, JCRC and BCRC
- Communicate and oversee Tikva's work
- The exact nature of the relationship with JCRC will be determined by the Tikva Chairperson, the Tikva Committee and the BCRC Board of Directors.
- The Tikva Chairperson will hold regular meetings of the Tikva Committee
- Keep committee members and the BCRC Board of Directors informed and involved in Tikva's actions and activities.
- Possibly be in charge of hiring and overseeing a part-time person to perform tasks associated with accomplishing Tikva's mission, whom the Tikva Chairperson will oversee.

Logistics Coordinator

- Responsible for reserving and canceling room reservations for various BCRC meetings and services, including worship services, Board meetings, High Holy Day services, special events /holiday celebrations such as Purim and Passover celebrations (in coordination with Worship and Social Committees).
- Attends Worship Committee and Social Committee Meetings as necessary.
- Requests and coordinates payment for venues from the Treasurer or his designee; ensures that payments get to the administrators of the various locations promptly.
- Establishes relationships and maintains follow-up with administrators of various locations to ensure that locations are available as reserved, and that all parties all coordinated with regard to meeting room set up and break-down.
- Some coordination with Lead Oneg families may be required for Worship Service locations.
- May be asked to keep Rabbi's schedule with regard to room locations for B'nai Mitzvah consultations

Principal

- Attends all Education Committee meetings
- Physically at Religious School each week for the duration of classes
- Opens and closes school (if necessary)
- Greets parents and students
- Provides student discipline as needed
- Does not teach but is available for assistance as needed
- Responsible for weekly operation of school including collecting tzedakah, attendance forms and discipline
- Orders textbooks and school supplies
- Monitors teacher expenses
- Maintain communication with teachers (ex. staff meetings, email correspondence)
- Helps develop annual budget
- Enables teacher training
- Gives teachers reviews
- Responsible for hiring and firing teachers
- Develops annual school calendar with Education Committee based on Loudoun County Public School calendar
- Collects teachers' timesheets and pay teachers

Assistant Principal/BJE Liaison

- Attend all Education Committee meetings
- Attend BJE (Board of Jewish Educator's) Principal Council meetings monthly and attends BJE workshops (biannually)
- Available as a backup to the Principal should the Principal be unable to be at school
- Helps to develop the annual budget
- Assists in developing the overall curriculum with the Education Committee

B'nai Mitzvah Coordinator

(revised 2/07)

Responsibilities:

- Attends Worship Committee meetings to ensure good coordination between B'nai Mitzvah families and BCRC
- Gain approval of Worship Committee and then offer dates to B'nai Mitzvah class @ 1.5 years out.
- Updates Worship Calendar with service locations for Shabbat morning services & B'nai Mitzvahs (Seek Worship Committee approval if a new venue for BCRC).
- Assists Rabbi(s) in spring/winter B'nai Mitzvah classes (upcoming year)
- Prepares B'nai Mitzvah certificates, orders gifts and materials (Kiddush cups, books, Torah portions)
- Approves/re-directs B'nai Mitzvah student project ideas
- Serve as a resource to the B'nai Mitzvah families

- o Maintain/update B'nai Mitzvah resource books
- o Inform families of service needs (hall setup and audio system)

**School Administrator
(created 2/07)**

- Coordinate all school related responsibilities with the Education Vice Presidents, Education Committee and Worship Committee
- Maintain class rosters and keep teachers informed of changes (e.g., new students)
- Assigning classes to specific rooms at the start of each year
- Coordinate staffing and equipment with BCRC teachers
- Attend Staff meetings as scheduled
- Preside over a total of 28 BCRC religious school sessions, mid-week Hebrew (if scheduled) and 2 or 3 family programs as follows:
- Preside over education classes at each Sunday School session.
- Personal and work schedule permitting, participate in any special musical programs promoted by BCRC's Sunday School (plays, holiday events, etc.).
- Coordinate with a spiritual leader (lay or otherwise) over classes and the monthly service at the school
- Promote and encourage continuing education of our teaching staff and encourage the training of additional teachers among our congregants.
- Responsible for communication with:
 - o School facilitators
 - o Parents (weekly email blast)
 - o Teachers
 - o Worship
 - o Rabbi
- Assist in the development and implementation of 2 – 3 family programs
- Assist with Mitkadem Program materials and program implementation
- Help coordinate mid-week Hebrew if it is implemented
- Make sure teachers receive updates & information
- Work with Madrachim to help in classrooms

**Jewish Community Center of Northern Virginia (JCCNV)
Board Position
(created 3/07)**

- Serve on the JCCNV Board
- BCRC will underwrite the expense to be a JCCNV member and the contribution
- One year commitment (can be two or three)
- Attend JCCNV monthly board meetings
- Attend Western Fairfax/Eastern Loudoun (WF/EL) Coalition Meetings (usually held in WF/EL Area)
- Work with JCCNV Staff on Programs that concentrate but not limited to WF/EL
- Report monthly (orally or in writing) to the BCRC Board & update as needed

- Help coordinate BCRC & WFEL calendar to avoid conflicts and to promote utilizing potential programs in both locations
- Act as Liaison for WFEL Community & BCRC and be the voice for Northern Fairfax, Eastern Loudoun JCC programming.