

Dear Congregation Beth Jacob Board Member,

As a member of the Congregation (“CBJ”) Board of Directors, you will make a significant contribution to CBJ’s community. Our membership depends on your commitment, concern, and imaginative leadership. From an operations perspective, the Board of Directors is responsible for setting policies, addressing personnel matters, approving the annual budget and overseeing the financial operations. In addition, the Board is expected to provide leadership to achieve our strategic goal of becoming a sacred community. Toward that goal, Board members should always promote an atmosphere of Welcoming and should foster Synagogue Connections, Engagement and Stewardship. Because you and other Board members are trust holders of CBJ’s present and future, we would like to be clear about your responsibilities. Please review the following areas of personal commitment:

1. Attend Board meetings approximately once a month. Very occasionally, conference calls or meetings may be called on an emergency basis. We value your presence and active presentation in Board discussions. If you miss three Board meetings, regular or special, in a calendar year, according to the bylaws, you can be subject to removal. If you can not make a meeting, please notify either Eric Stone, Executive Director, or the President.
2. Serve on a minimum of one Board committee or task force. The work of the Board is most often accomplished through its committees; your expertise advances the Board’s agenda.
3. Read critically the written materials sent to you in advance of the Board and committee meetings.
4. Actively participate in Board and committee meetings. We want the Board to engage in debate, critical thinking and encourage all voices to participate in the conversation. At the same time we are obligated to show respect for other Board Members’ opinions and ultimately support Board decisions, whether or not a particular member votes for or against a particular decision.
5. Respect the rules of confidentiality as they pertain to conversations in committee meetings, the distributions of confidential materials, personal opinions, and committee process.
6. Be current with CBJ dues and contributions.
7. Participate in fund raising activities. We expect 100 percent Board member participation in the Solomon Campaign. In addition, from time to time as a Board we may decide to support a specific fundraising initiative; in that case, Board members may be asked to contribute at a level that is appropriate to their abilities.
8. Participate in Bima duty for Shabbat services. You will be asked to sign up for Bima duty each quarter. Typically you will have 3 to 4 Bima assignments per quarter. In addition, there will be Bima and greetings assignments for the High Holy Days.
9. Stay informed about what’s going on at the Synagogue. Ask questions and request information. Participate in and take responsibility for making decisions on issues, policies and other board matters. Be a proactive leader by identifying appropriate projects, initiatives, new ideas and constructive critiques to help us achieve our goals and priorities.
10. Participate in major events and holidays (e.g., CBJ Gala, CBJ Annual meeting, High Holy Days, etc.).

Just as you have responsibilities to CBJ, the Board understands its responsibilities to you as a member of the Board of Directors.

1. You can anticipate a judicious and respectful use of your time, a critical resource. We fully intend to use your time, skills, experiences and ideas in a manner that will return value for your personal contribution. If we are not meeting this goal, please inform the President.
2. We will make every effort to forward important information to you in a timely manner before each meeting: including agendas, minutes, financial reports, committee updates, and reports requiring action. We will also keep you apprised of critical events/concerns that may arise between meetings. Please share any suggestions to improve communication.
3. We will provide you with a thorough orientation to the Board and ongoing training and education to assist you in being the most effective Director you can be.
4. CBJ purchases Directors & Officers (D&O) Liability insurance which provides protection for the CBJ Board members while acting within the scope of their duties. This policy contains very specific conditions, terms and exclusions; any incident should be reported immediately to Eric Stone, Executive Director, so we can work with our insurer to determine the best possible course of action
5. The CBJ Executive Committee and CBJ staff will make themselves available to address any questions or concerns that you may have. Always feel free to contact me at gregsterling@comcast.net. I look forward to hearing your questions, concerns, critiques, and advice.

CBJ members depend upon your commitment and wisdom. I look forward to serving with you; our work will make a difference in our community, and to the future of the greater Jewish community.

If you concur with these responsibilities, please sign this letter of commitment. I appreciate your support and commitment to Congregation Beth Jacob.

Sincerely,

Gregory Sterling
President, Board of Directors
Congregation Beth Jacob

Signature of Director

Printed name of Director

Date