

# TBT Board of Directors

## Structure and Responsibilities

Revised: 17 May 2023

<b>The TBT Board of Directors</b>	<b>1</b>
Officers of the Congregation	1
Department Directors	2
Members at Large	2
<b>Officers of the Congregation and Executive Committee</b>	<b>2</b>
President	2
Vice President	2
Treasurer	3
Secretary	3
<b>Department Directors</b>	<b>3</b>
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## The TBT Board of Directors

The management and administration of the property and affairs of the Congregation shall be vested in a Board of Directors. The Board of Directors shall make such rules and regulations for the proper conduct of their meetings and for the furtherance of the general purpose of the Congregation.

Each Director is responsible for:

- Knowing the organization's mission, policies, programs, and needs
- Reading and understanding the organization's financial statements
- Serving as active advocates and ambassadors for the organization
- Preparing for, attending, and conscientiously participating in board meetings
- Participating in various Temple activities as a Board representative

The Board of Directors is comprised of these members:

### Officers of the Congregation

1. President
2. Vice President
3. Treasurer
4. Secretary

## Department Directors

5. Education
6. Religious Life
7. Community Life
8. Congregation Growth
9. Operations

## Members at Large

10. 1st (2nd Vice President)
11. 2nd (Past President)
12. 3rd (Voice of the Congregation)

## Officers of the Congregation and Executive Committee

The Executive Committee shall set the Board of Directors agenda, provide oversight of the Committees and address Congregation matters that require confidentiality. Policy changes recommended by the Executive Committee shall be brought to the Board of Directors for consideration.

The roles of President, Vice President, and Member-at-Large (Second VP) are one-year terms. Executive Succession is a four-year cycle for one person, rotating from year-to-year as Member-at-Large (Second VP), Vice President, President, and finally Member-at-Large (Past President). The remainder of the positions are two-year terms.

### President

- Lead the Executive Committee, Board, and Congregational meetings
- Provide regular and special reports to the congregation
- Break tie votes (and otherwise would not have a vote)
- Meet regularly with the Rabbi to align governance with religious leadership
- Sign agreements, contracts, deeds and other legal documents
- Organize strategic planning and governance oversight
- Represent TBT to external organizations such as USCJ

### Vice President

- Succeed the President at the end of their term
- Prepare routine communications and meeting notices to the Congregation
- Prepare agendas for Board and Congregational meetings
- Manage senior staff and contracts
- Oversee Operations planning
- Manage emergent situations

### Treasurer

- Ensure payment of all properly approved bills and payroll

- Provide financial reports to the Board of Directors and Congregation
- Oversee financial aid requests from members
- Oversee work of the Temple Bookkeeper
- Manage banking and other financial relationships
- Take custodial care of funds

## Secretary

- Record and distribute minutes for monthly Board meetings, Annual Congregation meetings, and special Congregation meetings
- Count and record Board meeting votes
- Compile and distribute monthly Directors' reports

## Department Directors

Each Department Director manages a set of functions of the Congregation that is realized through a set of committees, volunteers, staff, contractors and service providers.

Each department:

- May have a committee and chairperson for some functions
- May have individuals responsible for some functions
- May contract or outsource some functions
- May have a function that operates with its own board or professional staff, or may have an independent revenue and expense structure
- Organizes and oversees all of its resources (people, budget, activities) to accomplish its goals

## Education

- Religious School
- Early Childhood
- B'nai Mitzvah
- (someday) Post B'nai Mitzvah

## Religious Life

- Service Planning
- Gabbai & Service Leading
- Ritual Policies, Rabbi Advising, and Exceptions
- High Holiday Planning
- Annual Holiday Planning

## Community Life

- Sisterhood
- Brotherhood
- Caring Committee
- Israel Action/Kulanu

- Social Justice
- Youth/teen

## Congregation Growth

- Membership
- Marketing
- Community Relations
- Fundraising
- Leadership Development

## Operations

- Budget
- Finance
- Facilities
- Technology
- Reopening
- Security

## Members-at-Large Directors

Each Member-at-Large is a voting member of the Board of Directors, and is available to take on special projects from time to time.

The first Member-at-Large carries the responsibility of the Second Vice President, and will succeed the Vice President at the end of their term.

The second Member-at-Large will typically be offered to the Past President to remain on the Board for purposes of continuity and consultation.

The third Member-at-Large represents the voice of the Congregation, such as a leader from Sisterhood.