

## **EXPECTATIONS FOR BOARD MEMBERSHIP**

Members of the Board of Directors at Columbia Jewish Congregation (CJC) play a vital and active role in helping CJC realize its mission.

### **Mission**

*Columbia Jewish Congregation, Columbia's Reconstructionist congregation, is dedicated to creating and building a sacred future for ourselves and our children.*

The basic responsibility of Board members is to exercise their judgment to act in the best interests of CJC. CJC strives to have a Board of Directors consisting of members who will work diligently, as leaders, to fulfill their responsibilities and who will support and promote the interests of the synagogue - to help build and support a vibrant and thriving community.

Below are the principal expectations that are considered when evaluating candidates to become board members and when determining whether existing board members are appropriately fulfilling their responsibilities.

### **General Board Member Expectations**

- Board members are CJC leaders, role models and ambassadors. They are expected to help communicate CJC's strengths and successes to CJC members and to the broader community and project and encourage a positive image and reputation for the shul.
- Be knowledgeable about committees, chairs and functions, in order to properly direct members/prospective members to the appropriate contact when questions and issues arise.
- Board members are expected to publicly support all decisions of the board.
- Board members are expected to maintain the confidentiality of all non-public deliberations and discussions of the board, committees of the board, and/or discussions with CJC professional staff.
  - In the rare event that a board member believes they have a duty to disclose confidential information for any reason, the board member

is expected to consult with the Board President or next-senior most officer, as dictated by the specific issue, with respect to determining appropriate actions to resolve the situation.

- Board members are expected to demonstrate respect for other board members, synagogue staff and fellow congregants, and to engage constructively with all stakeholders toward that end.
- Board members are expected to make CJC a priority in their gemilut chasidim (acts of loving-kindness) - to offer what they feel is a meaningful contribution to the synagogue (whether time, effort, skills, and/or services).
- Board members are expected to make their best efforts to whole-heartedly attend CJC events, including services, holiday events and adult educational programs.
- Board members serve in accordance with the CJC bylaws and these Expectations for Board Membership, in each case as modified from time to time.
- Board members are expected to participate as a fully-engaged member or chair of at least one board committee or task force and to devote the time necessary to fulfill these obligations and to provide periodic committee updates to the board.
- Board members are expected to take on one project annually and provide periodic project updates to the board.
- Board members are assigned congregants as their liaison contacts. They are expected to communicate congregational and lifecycle events (birthday, anniversary, jewish holidays, death) via phone, email or snail mail.
- Board members are expected to attend at least 75% of all Board meetings.
  - At such meetings, arrive fully prepared to actively discuss topics at hand; having reviewed prior meeting minutes, agenda, budget, and any other supporting materials in advance.
  - When discussing issues as well as voting, successfully balance independent judgment with the goal of consensus.
  - Make decisions in the best interest of CJC; not in their self-interest.
- Board members are expected to be in good standing and current with all financial obligations to CJC, per our bylaws. If there are extenuating

circumstances, such as financial hardship, the board member will discuss this with the treasurer.

- Board members are expected to be familiar with the financial status and budget process of CJC as reported by the treasurer.
- Both prior to and during their term of service, board members shall provide prompt notice to the President of any event, decision or change in circumstance that they reasonably believe may conflict with these Expectations of Board Members.
- Board members are expected to help identify, recruit and mentor new board members, as appropriate.

### **Board terms/participation**

CJC's Board Members will serve a two year term to be eligible for reappointment. Board meetings will be held monthly and committee meetings will be held as needed.