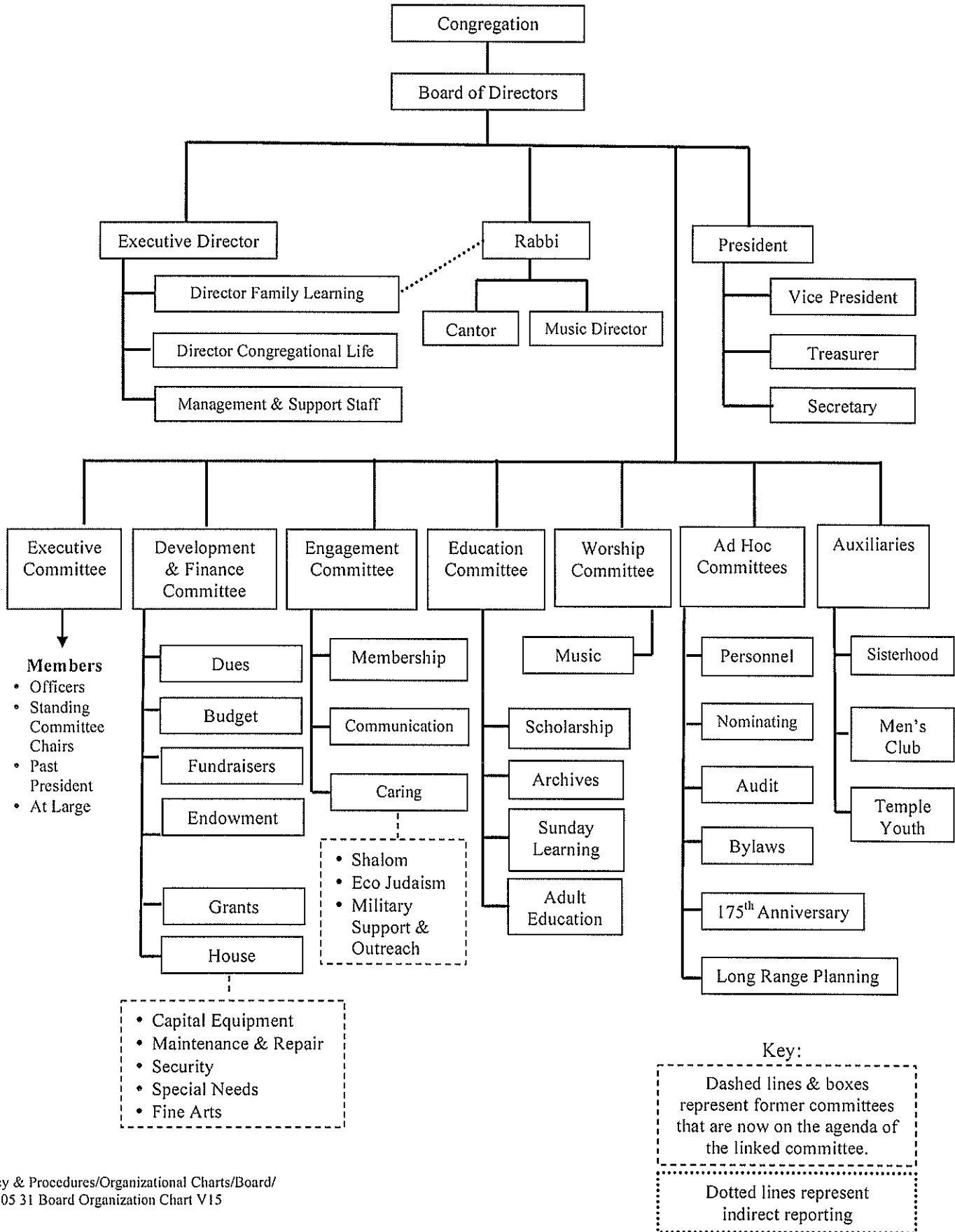


OHEF SHOLOM TEMPLE

Board of Directors Organizational Chart



OHEF SHOLOM TEMPLE Board of Directors Organizational Chart Overview

The Board of Directors **Organizational Chart** is a **flow chart** that visually displays the hierarchy of our congregation as laid out in our By-Laws. The By-Laws were recently revised to better serve our congregation, accommodate for growth, and adapt to the current environment and times.

- The chart **shows the interrelationship of the parts to the whole**, allowing for a better understanding of how they all function to support the organization and carry out our mission.
- The diagram is made up of rectangular boxes (solid and dashed), lines (solid, straight, diagonal, and dashed), and text.

Accountability and Management Structure:

The organizational chart depicts the accountability/management structure of the temple. It is an important tool that **shows “who is responsible for what” and “to whom positions are accountable”** in the organization.

- **The chart depicts relationships pertaining to communication, reporting, responsibility and right of decision (authority)**, ultimately with the goal of OST functioning more effectively to achieve desired goals.

At the **top** of the Chart is the **Congregation**. Directly **beneath** is the **Board of Directors** who are elected by the congregation.

- **Solid lines indicate a direct relationship.**
- The Board of Directors is accountable; reports to; and, represents the congregation. Similarly, the congregation entrusts the Board to carry out the duties and responsibilities required to effectively govern and manage the organization.
- The next level in the hierarchy has solid lines directly to the Board of Directors indicative of their relationships. Here there are three separate boxes—Executive Director, Rabbi, and President—with solid lines directly to those who report to them and whom they manage on the next level down.
- Notice that one dashed diagonal line connects the Rabbi to the Director of Family Learning (DFL), indicating that there is an indirect reporting relationship between these two positions. The DFL thus reports to the Executive Director for management and operations, and to the Rabbi for religious programming.

The middle of the diagram shows four Standing Committees, the Executive Committee, Ad Hoc Committees, and the Auxiliaries with solid lines directly to the Board of Directors.

- Each of these rectangles has direct solid lines to those subcommittees, or entities that report directly to, or are related to them.
- **Dashed rectangles** indicate that these entities, rather than being committees, **are now agenda items or Work Groups of the linked committee.**
- The **Executive Committee** is a “cabinet style” committee chaired by the President and reports to and is directly responsible to the board. It is comprised of:
 - The Four Standing Committee Chairs (Development & Finance, Engagement, Education, and Worship),
 - The Officers of the Board of Directors,
 - The Past President, and
 - A Member-at-Large.

How the Revised By-Laws Changed our Organizational Structure:

Committees:

1. Standing Committees were reduced from 12 to 4, which decreased the size of the Board by 8 seats.
2. Standing Committee Chairs will now attend the Executive Committee for centralized Strategic Planning, better coordination, and communication of the “parts with the whole.”
3. Strategic planning is decentralized with tasks and other work delegated to subcommittees or to work groups. Thus, they share responsibility and engage people in tasks that may be less overwhelming or time consuming.

Roles of Standing Committee Chairs vs Subcommittee and/or Work Groups:

Standing Committee. Standing Committees are established in the bylaws and have specified duties and responsibilities essential to the proper management and oversight of the Temple. Standing Committee Chairs sit on the Board and are members of the Executive Committee. Standing Committees have a duty to report their work and status of assignments to the Board.

Subcommittee. Subcommittees have specified responsibilities related to the oversight and duties of a Standing Committee. Subcommittees have a duty to report their work and status of assignments to their related Standing committee by submitting minutes. Subcommittee Chairs are members of the related Standing Committee, but do not sit on the Board.

Ad Hoc Committee. Ad Hoc Committees have specified responsibilities that do not require monthly meetings but rather are initiated on an “as needed” basis. They are periodically convened and staffed to perform tasks specified by the President and approved by the Board. Ad Hoc Committees have a duty to report their work and status of assignments to the Board.

Work Group. Work groups are established by the Board, Standing Committees or Subcommittees to perform specified tasks without the having to meet bylaws requirements of committees. Work Groups report to the Board, Standing Committee or Subcommittee that requested their service.

Roles of Chairs:

Former Committee Chairs who are now Subcommittees of the Four Standing Committees

Role of the existing Subcommittee Chairs: The roles, duties, and responsibilities of the former Standing Committee Chairs should remain essentially unchanged in terms of the normal operation of their respective Committees and as defined by the rules and regulations of OST. There may be cases where some committees may become work groups and/or agenda items on the larger Standing committee they fall under. These determinations will be at the discretion of Standing or Subcommittee chairs.

Chairs of Subcommittees will maintain communication with their respective Standing Committee Chair and meet as needed. They will provide a written agenda and any minutes from meetings. The agendas will then be action items at the Standing Committee meeting. Work Groups or Task Forces formed for very specific issues or projects will need to report to both the committee and Standing Committee chairs by submitting agendas and minutes from their meetings.

The new “Standing Committee Chair” roles:

- a. Serve up to a two-year term of office, with confirmation by the Board and ending with the election of the next Temple President
- b. Attend related Subcommittee meetings as needed or requested to clarify such issues as role definitions, planning, and other business items that do not immediately need the attention of the entire subsumed Committees
- c. Attend Executive Committee (EC) meetings on a monthly basis, or as scheduled
- d. Report to the EC on current issues discussed at the subsumed Committees, such as planning, emerging problems, items and motions to be brought to the whole Board, etc.
- e. Report back to the related Subcommittees about relevant issues and items arising at the EC
- f. Work with the related Subcommittees on coordination, cooperation, and transparency in dealing with common issues and items
- g. The Chairs of the Standing Committees are **Ex-Officio** members of each of their respective subsumed Committees. Thereby, they are automatically members and do not have to be appointed.

Reminder: According to *Robert’s Rules of Order*, *Ex-Officio* members have all the same rights and privileges as any other members of a Committee, including determination of the quorum and the right to vote. The term *Ex-Officio* merely denotes how one becomes a member of a body.

3. Relationships to the OST Board and Executive Committee:

- a. The four Standing Committee Chairs are voting members of the Board and will attend Board of Directors' meetings as required by the Temple By-Laws.
- b. The four Standing Committee Chairs are voting members of the Executive Committee and will attend meetings as required by the Temple By-Laws.
- c. The Chairs of the subsumed Committees are not members of the board, and do not have a vote on the board. They may, however, be required to attend board or Executive Committee meetings as needed.

Reporting/Communication Mechanisms:

- Policy on Committees of the Board
- Pro forma or Request to Board
- Agendas and meeting Minutes

Organizational Structure and Sub-groups within Ohef Sholom:

(See Attached Charts)

1. Board
2. Administration
3. Family Learning

Ohef Sholom Temple Organizational Positions and Contacts

Person	Position(s)	Phone	email
CLERGY			
Rosalin Mandelberg	Rabbi	625-4295	rabbi@ohefsholom.org
Jen Rueben	Cantor	625-4295	cantorjen@ohefsholom.org
ADMINISTRATION			
Linda Peck	Executive Director	625-4295	linda@ohefsholom.org
Chris Kraus	Dir of Family Learning	625-4295	chris@ohefsholom.org
Shelley Stephens	Dir of Congregational Life	625-4295	membership@ohefsholom.org
Wendy Whedbee	Administrator	625-4295	wendy@ohefsholom.org
Cynthia Jewell	Clergy Assistant	625-4295	cynthia@ohefsholom.org
Executive Committee of Board			
Karen Fine	President	407-5745	kfine5@cox.net
Matthew Weinstein	Vice President	621-3953	mnamatthew@gmail.com
Barbara Dudley	Secretary	650-3396	dudleb@gmail.com
Lawrence Steingold	Treasurer	418-4444	lawrence@woodway.us
Ted Kaufman	Past President	496-7252	tedkaufman@me.com
Steve Kayer	Member at Large	434-8081	stevenk4719@gmail.com
Alyssa Muhlendorf	Chair Finance and Development Committee	470-9218	alyssajorgenson@gmail.com
Nicole Rosenblum	Chair Engagement Committee	214-4966	nicole530raleigh@gmail.com
Andy Fox	Chair Education Committee	574-7177	Andrew.Fox@norfolk.gov
Bert Newfield	Chair Worship & Music Committee	620-0041	bnew23321@aol.com
List All Other Board Members			
AUXILIARIES			
MEN'S CLUB			
Jon Kranz	President	450-2008	jakranz68@gmail.com
Dan Snyder	Treasuer	222-0830	ldsnyder@cox.net
SISTERHOOD			
Jeanne Miller	President	714-3625	jmille9108@aol.com
Abbey Pachter	Co President	233-9359	abbepac@yahoo.com
TEMPLE YOUTH			
Robyn and Paul Weiner			ostyadvisors@ohefsholom.org
EXECUTIVE COMMITTEE			
Karen Fine	President	407-5745	kfine5@cox.net
Matthew Weinstein	Vice President	621-3953	mnamatthew@gmail.com
Barbara Dudley	Secretary	650-3396	dudleb@gmail.com
Lawrence Steingold	Treasurer	418-4444	lawrence@woodway.us
Ted Kaufman	Past President	496-7252	tedkaufman@me.com

Steve Kayer	Member at Large	434-8081	<i>Stevenk4719@gmail.com</i>
Alyssa Muhlendorf	Chair Finance and Development Committee	470-9218	<i>alyssajorgenson@gmail.com</i>
Nicole Rosenblum	Chair Engagement Committee	214-4966	<i>nicole530raleigh@gmail.com</i>
Andy Fox	Chair Education Committee	574-7177	<i>Andrew.Fox@norfolk.gov</i>
Bert Newfield	Chair Worship & Music Committee	620-0041	<i>bnew23321@aol.com</i>
BOARD STANDING COMMITTEES			
Finance and Development Committee			
Alyssa Muhlendorf	Chair	470-9218	<i>alyssajorgenson@gmail.com</i>
List All Other Committee Members			
FINANCE AND DEVELOPMENT SUBCOMMITTEES			
DUES			
John Cooper	Chair	621-6268	<i>jcooper@cooperhurley.com</i>
List All Sub Committee Members			
BUDGET			
Lawrence Steingold	Chair	418-4444	<i>lawrence@woodway.us</i>
List All Other Sub Committee Members			
FUNDRAISING			
List All Sub Committee Members			
ENDOWMENT			
Matthew Fine	Chair Life & Legacy	407-1368	<i>matthewfine@cox.net</i>
List All Other Sub Committee Members			
Eddie Kramer	OSF President	620-2787	<i>eddiek@aol.com</i>
GRANTS			
List All Sub Committee Members			
HOUSE			
Rick Rivin	Chair	434-4686	<i>rickrivin@gmail.com</i>
List All Other Committee Members			
HOUSE SUBCOMMITTEES:			
SECURITY AND SPECIAL NEEDS			
Bonnie Kerner	Chair	817-5823	<i>kmail2@verizon.net</i>
FINE ARTS			
ENGAGEMENT COMMITTEE			
Nicole Rosenblum	Chair	214-4966	<i>nicole530raleigh@gmail.com</i>
List All Other Committee Members			

ENGAGEMENT SUBCOMMITTEES:			
MEMBERSHIP			
List All Sub Committee Members			
CARING			
Carol Brum	Chair	818-614-2527	<i>Carolnaranaroth@gmail.com</i>
MaryAnn Nadler	Eco Judaism	434-981-4777	<i>mln@mlnadler.net</i>
Sharon Nusbaum	Shalom greeters	515-4226	<i>sharonuz@aol.com</i>
Linda Fox-Jarvis	Tikvah Group	335-1200	<i>linda@remaxcoast-country.com</i>
	MS&O		
Laurie Shroder	Communications		<i>lwshroder@cox.net</i>
COMMUNICATIONS			
Laurie Shroder	Chair		<i>lwshroder@cox.net</i>
List All Other Sub Committee Members			
EDUCATION COMMITTEE			
Andy Fox	Chair	574-7177	<i>Andrew.Fox@norfolk.gov</i>
David Metzger	Adult Ed (Torah Study)	625-8307	<i>dmetzger@odu.edu</i>
Tammi Foer	Sunday Learning	408-6084	<i>tfoer@investdavenport.com</i>
Eddie Kramer	Archives/library	620-2787	<i>eddiek@aol.com</i>
Eddie Kramer	Scholarship	620-2787	<i>eddiek@aol.com</i>
List All Other Committee Members			
EDUCATION SUB COMMITTEES			
SUNDAY LEARNING			
Tammi Foer	Chair	408-6084	<i>tfoer@investdavenport.com</i>
List All Other Sub Committee Members			
Alyson Morrissey	Co chair	813-598-7198	<i>Alyson@aywvacations.com</i>
ADULT ED (TORAH STUDY)			
David Metzger	Adult Ed (Torah Study)		<i>dmetzger@odu.edu</i>
List All Other Sub Committee Members			
ARCHIVES			
Eddie Kramer	Chair	620-2787	<i>eddiek@aol.com</i>
List All Other Sub Committee Members			
SCHOLARSHIP			
Eddie Kramer	Chair	620-2787	<i>eddiek@aol.com</i>
List All Other Sub Committee Members			
WORSHIP & MUSIC COMMITTEE			
Bert Newfield	Chair	620-0041	<i>bnew23321@aol.com</i>
Jay Legum	Music	434-4949	<i>jay0728@verizon.net</i>
Lori Galbraith	Worship	576-3662	<i>lori.gal@verizon.net</i>

List All Other Committee Members			
WORSHIP & MUSIC SUB COMMITTEES			
MUSIC			
Jay Legum	Chair	434-4949	<i>jay0728@verizon.net</i>
List All Other Committee Members			
WORSHIP			
Lori Galbraith	Chair	576-3662	<i>lori.gal@verizon.net</i>
List All Other Committee Members			
AD HOC COMMITTEES			
PERSONNEL			
List All Sub Committee Members			
NOMINATING			
List All Sub Committee Members			
AUDIT			
List All Sub Committee Members			
BYLAWS			
List All Sub Committee Members			
175TH ANNIVERSARY			
Kim Fink	Chair	291-8999	<i>Coregroup@aol.com</i>
Terri Budman	Co-chair	377-1317	<i>terridenison@cox.net</i>
LONG RANGE PLANNING			
John Cooper	Chair	621-6268	<i>jcooper@cooperhurley.com</i>
Sandy Forte-Nickenig	co chair	408-8458	<i>rifka@cox.net</i>
List All other Sub Committee Members			

OHEF SHOLOM TEMPLE
Board of Directors Committee Membership
June 3, 2017

#	First Name	Last Name	Primary Phone	Primary Email	Committee Membership		
					1	2	3
1	Carol	Brum	321-6431	carolnbroth@gmail.com			
2	John M.	Cooper	455-0077	jcooper@cooperhurley.com			
3	Mandi	Firoved	663-2056	mandifiroved@gmail.com			
4	Tammi	Foer	408-6084	tfoer@investdavenport.com			
5	Andrew R.	Fox	574-7177	andrew.fox@norfolk.gov			
6	Celia G.	Friedman	343-7726	jaymfcpa@aol.com			
7	Mark K.	Friedman	788-9974	mkfrie@gmail.com			
8	Mark	Hecht	536-2034	mhecht1@cox.net			
9	David S.	Hirschler, II	440-0478	heels32dh@aol.com			
10	Bonnie K.	Kerner	817-5823	kmail2@verizon.net			
11	David	Kushner	675-5668	dkushner@wilsav.com			
12	Robert	Liverman	377-0799	bestbelle@aol.com			
13	Robin	Mancoll	773-8811	robinmbeach@me.com			
14	David	Metzger	625-8307	dmetzger@odu.edu			
15	Alyson	Morrissey	813-598-7198	alyson@aywvacations.com			
16	Marsha	Moody	642-1088	vamoody1@verizon.net			
17	Alyssa	Muhlendorf	470-9218	alysajorgenson@gmail.com			
18	Norbert L.	Newfield	620-0041	bnewf23321@aol.com			
19	Sharon K.	Nusbaum	515-4226	sharonuz@aol.com			
20	Abbey	Pachter	233-9359	abbeypac@yahoo.com			
21	Richard	Rivin	434-4686	rickrivin@gmail.com			
22	Nicole	Rosenblum	214-4966	nicole530raleigh@gmail.com			
23	Paula	Russel	681-6211	paulakazoo@gmail.com			
24	Margaret S.	Sawyer	402-9615	margaret.sawyer1948@gmail.com			

The information contained in this document is confidential and proprietary, and may not be disclosed without prior written approval of the President

OHEF SHOLOM TEMPLE
Board of Directors Committee Membership
June 3, 2017

25	Joashua F.	Schulman	285-8715	joash@jfspc.com		
26	Ira M.	Steingold	333-2136	irasteingold@gmail.com		
27	Todd	Waldman	355-7642	twaldman@hotmail.com		
28	Kenneth	Weinstein	749-9333	kennethjayw@gmail.com		
29	Gail F.	Wolpin	621-0655	gailwolpin@yahoo.com		

The information contained in this document is confidential and proprietary, and may not be disclosed without prior written approval of the President

**OHEF SHOLOM TEMPLE
Room Request
Committees & Auxiliaries**

Requested by _____ (name)

Phone Number _____ Email _____

Committee Name _____

Date of Request _____ Date of Meeting _____

Room Requested: _____

Estimated number of attendees: _____

Event Time: Begin _____ End _____

*To help us keep costs down, please schedule evening meetings
on a Tuesday or Thursday evening when possible.*

For special requests, email reservations@ohefsholom.org noting the time frames:

- *Handouts* – email documents (including # of copies needed) at least *1 day prior*
- *Special set up* – send sketch of layout at least *1 week prior*
- *Zoom meeting (video conferencing) or Audio-visual needs* – *1 week prior*
- *Other requests* – as early as possible

For Publicity needs, please email elyse@ohefsholom.org.

Requests for Sunday morning & early afternoon must be approved by DFL

NOTE: A request is not confirmed until you receive an email.

----- Office Staff -----

Received by office _____ (date) _____ (initials)

Added to calendar _____ (date) _____ (initials)

Copy to Mike Phillip _____

Security Necessary Yes _____ No _____

Maintenance Staff Needed Yes _____ No _____

OHEF SHOLOM TEMPLE
Agenda Template for Committee Meetings
Insert Meeting Date
[Committee Mission Statement]

1. Call to order
2. Attendance
 - 2.1 Members Present; Members Absent; Staff Present: and, Staff Absent
3. Review of the Minutes of the Previous Meeting
4. Subcommittee Committee Reports
 - 4.1 List
 - 4.2 List
 - 4.3 List
 - 4.4 List
5. Old Business
 - 5.1 List
 - 5.2 List
 - 5.3 List
6. New Business
 - 6.1 List
 - 6.2 List
 - 6.3 List
7. Action Items for the Board
 - 7.1 List
 - 7.2 List
 - 7.3 List
8. Next Meeting.
9. Adjournment.

Meeting materials packet should include the following documents:

1. Minutes of the previous meeting
2. Subcommittee Reports
3. Documentation for Board Action Items (e.g., Pro Forma, Policy & Procedure)

NOTE:

1. Conference Call Availability – 515-739-1020 Code-977159 (3198)
2. Zoom Availability with prior arrangements

OHEF SHOLOM TEMPLE
Minutes Template for Committee Meetings
Insert Meeting Date

1. Time meeting Called to Order
2. Attendees:
 - 2.1 Members Present; Members Absent; Staff Present: and, Staff Absent
3. Review and approval of Minutes of the Previous Meeting
4. Subcommittee or Work Group Reports
 - 4.1 Notes/Discussion/Actions
 - 4.2 Notes/Discussion/Actions
 - 4.3 Notes/Discussion/Actions
 - 4.4 Notes/Discussion/Actions
5. Old Business
 - 5.1 List –discussion/Action
 - 5.2 List- discussion/Action
 - 5.3 List – discussion/Action
6. New Business
 - 6.1 List - discussion/Action
 - 6.2 List - discussion/Action
 - 6.3 List - discussion/Action
7. Action Items for the Board
 - 7.1 List
 - 7.2 List
 - 7.3 List
8. Next Meeting date and other important dates
9. Adjournment time

Secretary signature

Date

OHEF SHOLOM TEMPLE
Pro Forma Template for Committees

Information for the Finance and Development Committee to
request funds for off-budget expenditures

Name of Requesting Committee or Auxiliary:

Submitted by:

Date:

Title of Expenditure:

Expenditure Explanation

1. Please give an explanation of this expenditure. When was it identified? Who identified it? Why does it need to be done? What vendors have you received estimates from? What other involved committees and/or Auxiliaries have been contacted? Please fill in the table with cost estimates.

Item	Cost
Total Cost:	

2. Why wasn't this expenditure included in the last budgeting cycle?
3. What is the timeframe the project MUST be completed by? Provide supporting data or explain.
4. Provide Implementation Plan with Timetable:
5. Have you identified any possible funding sources other than Ohef Sholom Temple General Fund for this project?

OHEF SHOLOM TEMPLE		Policy and Procedure
Name of Policy:	Committees of the Board of Directors	
Policy Number:	BOARD – 008	
Department:	Board of Directors	
Purpose:	The proper governance and operation of Ohef Sholom Temple (the “Temple”) depends on the governing board implementing committees as required in the bylaws. Committees are charged with the responsibility of taking on operational and oversight activities to address a variety of functions of the Temple. Because of the varied activities of the Temple, the committees established by the Board and/or their duties and responsibilities may need to change from time to time. Forming all committees and assigning activities needs to be reviewed and approved by the Board of Directors.	
Effective Date:	June 1, 2017	
Revision Date:		

Required Signatures:	
	Board Chair
	Secretary

Definitions:	<p>Standing Committee. Standing Committees are established in the bylaws and have specified duties and responsibilities essential to the proper management and oversight of the Temple. Standing Committee Chairs are members of the Executive Committee. Standing Committees have a duty to report their work and status of assignments to the Board.</p> <p>Subcommittee. Subcommittees have specified responsibilities related to the oversight and duties of a Standing Committee. Subcommittees have a duty to report their work and status of assignments to their related Standing committee. Subcommittee Chairs are members of the related Standing Committee.</p> <p>Ad Hoc Committee. Ad Hoc Committees have specified responsibilities that do not require monthly meetings but rather are initiated on an “as needed” basis. They are periodically convened and staffed to perform tasks specified by the President and approved by the Board. Ad Hoc Committees have a duty to report their work and status of assignments to the Board.</p> <p>Work Group. Work groups are established by the Board, Standing Committees or Subcommittees to perform specified tasks without the having to meet bylaws requirements of committees. Work Groups report to the Board, Standing Committee or Subcommittee that requested their service.</p>
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Policy:	Formation and Appointment of Committee Chairs and Members
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	<ol style="list-style-type: none"> 1. All committees approved by the Board will be in compliance with terms and conditions as set forth in the bylaws of the Temple. 2. Standing Committee chairs, chairs of their subcommittees and chairs of ad hoc committees shall be appointed annually by the President, subject to confirmation by the Board of Directors at the first Board meeting following their appointment. 3. Members of Standing Committees, their subcommittees and ad hoc Committees may be appointed by either the President or the chair of the Standing Committee or ad hoc committee, and shall continue to serve from year to year without need for reappointment, subject to their resignation therefrom or missing three (3) consecutive meetings without adequate excuse. 4. Standing Committees and subcommittees shall have a minimum of five (5) members. 5. The chair of a Standing Committee or ad hoc committee may remove any member of a committee or subcommittee who is absent therefrom without adequate excuse from three (3) consecutive regular meetings in one (1) fiscal year. 6. The President may appoint such ad hoc committees as may be necessary or desirable for the proper operation of the affairs of the Congregation. 7. Any Non-Board person serving on a Committee of the Board shall be required to execute a Confidentiality Agreement. (see attached form) 8. Any Non-Board person serving on a Committee of the Board shall be required to execute a written consent to such appointment, which may be withdrawn at any time without cause by either the person or the company by written notice without cause. (see attached form)
--	---

COMMITTEE DUTIES AND FUNCTIONS	
	<p style="text-align: center;">THE FOLLOWING TEXT IS NOT COMPLETELY ALIGNED WITH THE REVISED BYLAWS AND NEEDS CAREFUL EDITING</p> <p>Executive Committee. The Executive Committee is chaired by the President, consists of the Officers, Standing Committee Chairs, Past President and an At Large appointee. The Executive Committee may meet as needed to conduct business. The principal duties of the Executive Committee are:</p> <ul style="list-style-type: none"> • Draft policies for presentation to the Board of Directors • Review bylaws to assure they support the ongoing mission of the Temple and submit proposed revisions to the Board for action • Formulate strategic planning issues to present to the Board for consideration • Engage in outreach to community based charities and government agencies that might serve the Temple through alliances and affiliation relationships. • Process potential candidates for Board Membership. • Review Board members that serve on no committees and have an attendance record of less than 50% of Board meetings when they come up for the 2nd and 3rd years of their appointment. A determination shall be made by the Executive Committee if any directors should be counseled about their contributions and desire to continue serving on the Board.

**THE FOLLOWING TEXT IS NOT COMPLETELY ALIGNED WITH THE
REVISED BYLAWS AND NEEDS CAREFUL EDITING**

STANDING COMMITTEES

1. Finance and Development Committee.

The Finance and Development Committee includes the following Sub Committees: Dues, Budget, Fundraisers, Endowment OST Foundation, Grants and House.

Financial duties include:

- Draft financial policies and forms for presentation to the Board
- Design and prepare the Chart of accounts and financial reports
- Present a financial report at each Board Meeting
- Assure that annual IRS reports and returns are completed in a timely manner
- Prepare the annual budget for Board review and approval
- Send out IRS required letters to contributors to assure IRS compliance and qualified tax deductions for charitable contributions
- Maintain bank accounts and banking relationships

Development duties include:

- Develop and plan for fundraising activities to support the annual budget.
- Oversee fundraising activities, planning and implementation and volunteer recruitment for these events
- Develop other outreach activities to engage area churches, other organizations and individuals to support the fundraising efforts of the Temple
- Monitor and oversee the Temple's website
- Respond to queries from the at large community

Subcommittees:

1.1 Budget: prepares a balanced budget each year to be presented to and voted on by the congregation at the annual meeting.

1.2 Dues: develops and reviews changes to the Covenant of Membership structure and oversees the *Pillars of the Temple* program.

1.3 Endowment:

1.4 Fundraisers:

1.5 Grants:

1.6 House: Researches and recommends solutions to the Temple board for maintenance and repair issues as well as physical improvements. Oversees the general maintenance of the Temple building and grounds as well as implements and oversees all repairs and improvements approved by the board.

Subcommittees of House:

1.6.1 Special Needs and Security: serves as an advisor to the executive committee and staff to ensure our Temple is safe and secure, as well as accessible to all people including those with disabilities.

1.6.2 Fine Arts: attends to all architectural and interior design needs of the Temple, including specifying and/or evaluating, pricing & supervising any architectural improvement, furnishings, artwork, recognition pieces as well as interior & exterior signage.

2. Engagement Committee.

The Engagement Committee includes the following **Sub Committees:** Membership, Communications and Caring.

2.1 **Membership:** is responsible for assisting the DCL with programs with the recruitment of the unaffiliated, integration of new members at different points in the life-cycle process, and retention of current members to create lifetime memberships.

2.2 **Caring:** plans Meals of Consolation, coordinates the Annual Mitzvah Day, co-hosts NEST, cooks and serves meals at JCOC, runs our monthly Soup Kitchen, sends notes of condolence and congratulations to congregants, and participates in many other community service projects

Subcommittees (Work Groups?) of Caring:

2.2.1 **Shalom Greeters:**

2.2.2 **Eco Judaism:**

2.2.3 **Military Support & Outreach:** provides educational, outreach and social opportunities for Jewish active-duty military servicemen and women stationed in Hampton Roads and overseas.

2.2.4 **Tikvah:**

2.3 **Communications:** works to enhance the Temple's presence across multiple media platforms (Facebook, website, weekly e-newsletter, monthly bulletin and local press, Pinterest, Instagram).

3. Education Committee.

The Education Committee includes the following **Sub Committees:**

3.1 **Archives:** plans and presents exhibits, displays, speakers and lectures on various Jewish and historical topics. This Committee operates Temple libraries for adults and children.

3.2 **Sunday Learning:** works closely with the clergy and DFL to oversee curriculum development, educational resources, and programming for both Hebrew and Religious Schools, our OSTY youth group, and Kids & Kiddush. It encourages members, current and new, to enroll their children in our Religious School.

3.3 **Adult Education:** offers congregants and members of the public the opportunity to further their Jewish education. Committee members use their connections and knowledge to benefit our Temple family and the community.

3.4 **Scholarship:**

4. Worship Committee:

The Worship Committee includes the **Music and Worship Sub Committees.**

4.1 **Worship:** responds to the worship needs of congregants by continuing to work with the clergy to develop creative, meaningful religious and spiritual Sabbath and holiday services.

4.2 **Music:** works in conjunction with the Rabbi, Cantor and Music Director to maintain the high quality of music for Ohel Sholom at all services (including the High Holy Days). This Committee also develops and hosts special Music Programs.

AD HOC COMMITTEES

1. **Personnel:** Responsible for reviewing, evaluating, and proposing personnel policies and procedures. This Committee reviews the Temple's benefit plans and works with the Executive Director on Human Resource matters.
2. **Nominating.** The Nomination Committee is convened to perform specific duties from time to time, which include:
 - Prepare and recommend the annual slate of Board appointments to the Board for presentation at the annual Congregational meeting
 - Prepare and recommend the annual slate of Board officer appointments to the Board for presentation at the annual meeting
 - Develop the Director's Handbook for Orientation and Training and review and revise the document annually
 - Draft Board nomination, training and education policies for presentation to the Board
 - Develop an annual schedule of training presentations to the Board
3. **Audit:** Oversees the external audit process. Responsible for the selection, appointment, compensation, oversight, and retention of the independent auditor. Oversight of financial accounting practices and reporting processes.
4. **Bylaws:**
5. **175th Anniversary:**
Responsible for planning activities to celebrate and commemorate the main sanctuary's 100th birthday in 2018 and the Temple's 175th birthday in 2019.
6. **Long Range Planning:**
Responsible for gathering from the congregation, clergy, and Committees goals and visions for the future, and creating a five-year plan to develop a new blueprint and long-range plan for Ohef Sholom Temple.

Procedure:	<ol style="list-style-type: none">1. The President shall submit a list of committees, chairs and members to the Board, who shall review and approve all proposed appointments at the annual meeting or as soon thereafter as is practical.2. The President shall submit a list of all new and replacement committees, chairs and members throughout the year, as needed, to the Board, who shall review and approve these appointments at the next Board Meeting.
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Related Policies:	Ohef Sholom Temple Bylaws Director's Handbook Consent To Serve on o Committee of The Board of Directors Form
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OHEF SHOLOM TEMPLE

CONSENT TO SERVE ON A COMMITTEE OF THE BOARD OF DIRECTORS

I _____ hereby consent to serve on
(Print Volunteer Name)
_____ Committee of the Board of
(Print Committee Name)

Directors of Ohef Sholom Temple. I understand that my service is as a volunteer and I may withdraw this consent at any time. Similarly, Ohef Sholom Temple may also terminate this authorization for me to serve at any time.

Signature: _____

Date: _____

Authorized by: _____
(Print Name)

Title: _____