

POLICIES & PROCEDURES, LEADERSHIP

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Policy: College Outreach Guidelines

The mission of the Temple Beth Or College Outreach Committee is to keep Temple Beth Or college students connected Jewishly while they are living away from home and their Jewish community.

Guidelines:

- Recipients must be children of Temple Beth Or member families in good standing.
- Temple Beth Or college students, who are living away from home, will be sent three packages per year at Rosh Hashanah (fall), Hanukkah (winter) and Purim/Passover (spring) and a subscription to The ORacle at their college residences. Young adults in the military will also be included.
- College students who are living at home will receive cards at Rosh Hashanah, Hannukah and Purim/Passover.
- A graduation card from Temple Beth Or will be sent upon the student's graduation from college.
- Temple Beth Or young adults in graduate school may also receive packages at their request or the request of their parents if a donation to the Temple Beth Or College Gift fund is made.
- Young adults of member families, up to age 25, may receive a subscription to The Oracle. It is their responsibility or their family's to provide their address to the Temple office.
- Families of students studying outside of the United States may be asked to pay a fee for additional postage.

- In August and/or September of each year the list of students and their addresses will be updated, a calendar of when the gifts will be sent will be determined and the College Outreach Budget will be reviewed.

Other:

- If there is a Shabbat service honoring high school and college graduates, Temple Beth Or college students will also be notified and encouraged to attend.
- There are 18 students receiving gifts in the 2005-06 school year.
- Last year the cost to send gifts was about \$50 per student. We anticipate lower costs this year.
- Beginning this year the number of mailings has been dropped from four to three per year (Purim and Passover have been combined).
- As of 10/2/05 we have \$753.79 in the College Gift restricted fund.

Helen Grossman, Kathie Roon, Amy Paquette and Heidi Piel - 10/02/05
Approved by the Youth Education Committee - 10/16/05

GOVERNING BOARD APPROVAL: DECEMBER 7, 2005

Covenant for Temple Beth Or Governing Board Members

And in God's image, God created them, in the image of God did God create them. (Genesis 1:27)

Adonai Eloheinu made [lit.cut] a b'rit/covenant with us in Horeb. It was not with our fathers that Adonai made this covenant, but with us, the living, every one of us who is here today. (Deut. 5:2-4)

Central to Judaism is the concept of covenant. As we try to understand our role as God's partners, we renew our covenants with God and with each other in our liturgy, life cycle rituals, and performance of mitzvot. These relationships are b'rit kodesh, sacred covenants that tell us what is expected of us and what we can expect in return. "Unlike an ordinary contract which simply protects each party, we enter a brit kodesh to better ourselves and our community... In a covenantal relationship, our successes and disappointments are not ours alone, but are shared...we make decisions not only for ourselves, but take into account the impact of our actions on our partners...we must believe that our partners are acting out of good will, even when they make mistakes or when we disagree with their actions." (Michelle Lynn, RJE, Toronto, Ontario)

As a Community Leader:

- I will support the Mission of Temple Beth Or;
- I understand that I am a role model for the members of our k'hillah/community in fulfilling the obligations of membership as outlined in the Temple Beth Or Covenant of Membership;
- I understand that attendance at worship services and social/cultural activities of the congregation, as often as possible, is especially important;
- I will listen to the members of the synagogue community.
- I will welcome newcomers and guests when I see them in the synagogue.
- I will encourage others to join Temple Beth Or.
- I will thank our community volunteers as often as possible.

- I will represent Temple Beth Or and support Jewish causes in the wider community (Jewish and secular) by attending events whenever possible;
- I will plan effectively for the future of the community by ensuring sound financial and organizational structure.

As a Member of Temple Beth Or's Governing Board, I promise, to the best of my ability, to provide the following service (avodah) to our community (k'hillah):

- Attend the Board Installation Shabbat service;
- Attend the "transitional" board meeting (December meeting of previous year), all monthly Governing Board meetings, Semi-Annual Membership meetings, and other meetings as called by the President,
- Attend the board orientation, retreats and seminars, and will consider attending a Regional and/or National URJ meeting;
- Present a d'var Torah at a Board meeting;
- Come to meetings prepared by reading agenda item materials;
- Participate thoughtfully in discussions at board meetings;
- Support the final decisions of the board;
- Have thorough knowledge of Temple Beth Or Mission and Long Range Strategic Plan, Bylaws and Covenants, Policies and Procedures, and financial affairs;
- Transform the needs of the community into annual goals, guided by our mission and strategic plan;
- Implement congregational goals by the development of policy which is guided by Jewish values;
- Be fiscally responsible with synagogue funds;
- Serve as greeter on a rotating basis at worship services (see Greeter Responsibilities);
- As elected by the congregation, serve on a standing committee as chairperson, co-chairperson, or liaison to the board (see applicable committee chair job description);
- Prepare a short committee report for each board meeting and ensure my committee's activities are communicated to congregation members (via Master Calendar, ORacle, Orbits, website, etc);
- Keep the board apprised of any problems/concerns regarding my committee or the congregation;
- Carry out any other duties as may be necessary to serve the needs of the community.
- If an Executive Board member (President, Vice-President, Treasurer, and Secretary), attend Executive Board meeting monthly and as called by the President;
- If a Liaison Committee member (President, Vice-President, Past-President, and Rabbi), attend Liaison Committee meeting monthly and as called by the President.

Guided by Jewish values and by the following Code of Ethics. I will:

- Represent the interests of all people served by Temple Beth Or;
- Not use Temple Beth Or or my service on this Board for my own personal advantage or for the individual advantage of my friends or supporters, abstaining from voting or leaving a discussion where there may be a conflict of interest;
- Engage in ethical communication which requires honesty, openness, avoiding gossip, and keeping confidential information confidential;
- Approach all board issues with an open mind, prepared to make the best decision for the whole community;
- Do nothing to violate the trust of those who elected me to the Board or of those we serve;
- Focus my efforts on the mission of the Temple and not on my personal goals;
- Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.

As an individual member of Temple Beth Or Governing Board and leader in the Reform Movement, and according to Jewish teachings, I may expect:

- To receive the benefits of membership, as outlined in the Temple Beth Or Covenant of Membership.
- To be part of a caring community/k'hillah and nurturing extended family/mishpacha;
- To grow Jewishly by being a member of a community that values Torah;
- To be God's and the community's partner in tikkun olam, the repair of the world;
- To be welcomed and treated with kindness and respect by the community of leadership;

- To be part of the creative process of sustaining Jews and Judaism, “l’dor v’dor - from generation to generation”.

Board Member

Committee/Officer

Date

As representative of the k’hillah of Temple Beth Or,

President

Policy: Documentation of Approved Policies

The final text of all policies will be included in the body of Governing Board Minutes. To clarify, there will be no attachments of policies developed by the Governing Board attached to Board Minutes. The originator of the policy document shall present an electronic copy to the [Governing Board] secretary within one week of approval of the policy.

DATE OF BOARD APPROVAL: March 2, 2005

DATE OF GENERAL MEMBERSHIP APPROVAL: NA

Policy: Greeters For Shabbat Services/Events

A Board member or other member of TBO with an authorized key to the Temple building shall be a greeter for all regularly scheduled Friday evening Shabbat Services on a rotating basis. There will also be a greeter for all regularly scheduled Saturday morning Shabbat Services. Greeters for all other services, events, activities at the Temple will be arranged by the person(s) responsible for that activity.

DATE OF BOARD APPROVAL: 1/11/96

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Leadership Mediation and Conflict Resolution

For intracommittee and intercommittee disagreements where mediation and conflict resolution is desired, any committee member can bring a disagreement to the Executive Board as the initial mediating body. The Executive Board may choose to decide the matter, or present it to the Governing Board for a decision, or to the Rabbi Liaison Committee for additional mediation, or in the event the conflict cannot be resolved, to the UAHC for mediation.

DATE OF BOARD APPROVAL: 8/13/98

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Leadership Structure

PRESIDENT	SECRETARY	PAST-PRESIDENT
VP FINANCE	Personnel VP MEMBERSHIP	VP PROGRAMMING
Finance Committee Development	Communications/Outreach/Marketing Webmaster Special Projects ORacle	Calendar Social Justice
Endowment	Membership	Jewish Development
Financial Adminisitrator	Library	Religious School Adult Programming College BOTY TBO Tots
Building	Mitzvah Corps	Event Coordinator
Costco Shopping Inventory Security Landscaping	Oneg Coordinator URJ Regional Rep	Purimspiel Religious Practices High Holy Day Coordinator

Policy: Nonmembers on Committees

Nonmembers may attend committee meetings, but may not be considered committee members or allowed to vote.

DATE OF BOARD DISCUSSION: 4/20/99

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

POLICY: Responding to Temple Members

When a motion or request is submitted by a Temple member to either the Executive Board or a Temple committee for consideration, a written or oral communication indicating the intended response and/or action regarding the motion/request will be given to the member within 30 days of the Executive Board meeting or committee meeting following the receipt of the motion/request.

DATE OF BOARD APPROVAL: 2/5/02

DATE OF GENERAL MEMBERSHIP APPROVAL:

Procedure: Urgent Issues

From time to time, issues arise that require a Governing Board decision prior to the next scheduled Governing Board meeting. It shall be the prerogative of the Board President to either call a special meeting of the Board or to have the Board come to a consensus decision via electronic communication. Governing Board quorum requirements shall apply.

DATE OF BOARD APPROVAL: March 4, 2012

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Valid Temple Policies

In order to be valid, all Temple policies must exist in hard copy form.

DATE OF GOVERNING BOARD APPROVAL: 12-03-2007

Policy: Wearing Name Tags

All Temple Beth Or Governing Board Members will wear name tags when attending any Temple function. Name tags will indicate the Board member's name and Board position and will be provided by Temple Beth Or.

DATE OF BOARD APPROVAL: 5/9/96

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A