

BET AVIV PROCESS

Responsibilities of the Oakland Mills Interfaith Representative

1. Serve as Liaison to Oakland Mills Interfaith (OMI) Board

- 1.1 Represent Bet Aviv at monthly OMI board meetings
- 1.2 Take notes of the OMI proceedings
- 1.3 Serve as liaison to OMI on any related issues (e.g., Building issues, ownership changes)
- 1.4 Provide notes of OMI meetings to Facilities Chair

2. Communications

- 2.1 Write an article about OMI activities for the Observer, as needed
- 2.2 Send announcement to Bet Aviv members about OMI activities (e.g., interfaith activities) for the weekly e-mail updates

3. Skills Needed

- 3.1 Writing skills to succinctly and clearly prepare OMI newsletter articles and minutes
- 3.2 Comfort with e-mail communications
- 3.3 Communication and interpersonal skills to get along well in a religiously diverse environment

4. Current/Previous Coordinator(s):

- Bob Hurwitz
- Hal Kassoff

5. Documents Produced/Used

- 5.1 Sample OMI Report (Appendix A)
- 5.2 Sample OMI Article for Observe (Appendix B)

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Appendix A. Sample OMI Report

TBD

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Appendix B. Sample OMI Article for Observer

TBD