



## **Committee and Chairperson Policy**

**Policy:** In accordance with Article VIII of the By-laws of Bet Aviv, The Board of Directors is responsible for establishing the standing committees of the Temple. Chairpersons of these committees are members of the Temple Board of Directors.<sup>1</sup> Chairpersons are to be identified by the Nominating Committee in conjunction with the process for electing officers.<sup>2</sup> Chairpersons are not subject to election at the annual meeting, but are to be approved by the officers of the Congregation. Chairpersons serve a two year term. The President may appoint chairs of special committees (ad hoc), but these chairs are not voting members of the Board. The purpose of this Policy is to effectuate the By-law provisions.

**Procedure:**

- A. Standing Committees identified: With the adoption of this Policy, the Standing committees of Bet Aviv are: (1) Adult Education; (2) Communication; (3) Social Action; (4) Caring; (5) Rituals and Worship; (6) Social Events; (7) Membership; (8) Marketing and Publicity; (9) Facility and Property; and (10) Budget
- B. Perpetual Special Committees: The following committees shall be Special (non-voting) committees of perpetual duration:
- High Holiday Committee
  - Shiva Committee
  - Observer Newsletter
  - "What's Nu?" event announcements
  - Face Book
- C. Chairpersons: The Nominating Committee shall determine the interest of current incumbents in remaining in position beyond the end of any current term, and shall determine if there is other interest in the position within the membership. Based on this assessment, the Nominating Committee shall submit

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<sup>1</sup> The Board of Directors also includes the officers of the congregation, the immediate past president, the President of the Sisterhood, the President of the Men's Club and up to six members at large.

<sup>2</sup> Members-at -large are also to be identified by the nominating committee and approved by the officers

the names of Committee Chair nominations to the President and, if applicable, the nominee for President for the succeeding term. A final slate of proposed chairpersons shall be reviewed and approved by the Executive Committee prior to the start of the fiscal year.

- D. Term: The two-year term for the following committees shall commence on January 1 of odd numbered years: Adult Education; Social Action; Rituals and Worship; Membership; and Facility and Property. The two-year term for the following committees shall commence on January 1 of even numbered years: Communication; Caring; Social Events; Marketing and Publicity; and Budget.
- E. There is no term limit on the number of terms that a Chair may remain in his/her position. However, the nominating committee is encouraged to balance congregant interest in service on the Board by additional members against continuity in making recommendations.
- F. In the event of resignation by a Chairperson, a replacement shall be appointed by the Board to fill the remainder of the term. A new two-year term shall commence in accordance with section D, above.
- G. The responsibilities of the Chairperson of a committee may be filled with the appointment of more than one person. However, regardless of the number of persons fulfilling the duties of the chair, only one vote may be cast at a Board meeting on behalf of the Committee.
- H. In accordance with Article X, section 2 of the by-laws, the Board may remove a Committee Chairperson (and Director) from their position for absences at three consecutive Board meetings without cause, and may further remove any such person for just cause as defined by the Board.

Adopted April \_\_\_\_, 2018