

BET AVIV PROCESS

Responsibilities of the Jewish Federation Representative

1. Serve as Liaison to the Jewish Federation

- 1.1 Represent Bet Aviv at monthly Jewish Federation meetings
- 1.2 Take notes of the Federation proceedings
- 1.3 Serve as liaison to Jewish Federation on any related issues (e.g., Purim Carnival, Golf Tournament, Calendar, Campaign Volunteers)
- 1.4 Send announcement to Bet Aviv members about Federation activities
- 1.5 The Federations expects that its board members will contribute to the annual campaign and participate in fundraising.

2. Board Meeting

- 2.1 Attend each Board Meeting
- 2.2 Provide a monthly report of Jewish Federation activities
- 2.3 As a board member, help make Bet Aviv decisions and serve on committees, as needed

3. Newsletter

- 3.1 Write an article about Federation activities for the Observer

4. Skills Needed

- 4.1 Writing skills to succinctly and clearly prepare Jewish Federation newsletter articles and minutes
- 4.2 Comfort with e-mail communications
- 4.3 Communication and interpersonal skills to get along well in a Jewishly diverse environment

5. Current/Previous Coordinator(s):

- Roy Saltman
- Chelle Ginsburg
- Beverly Nackman
- Richard Rosenblatt

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6. Documents Produced/Used

- 6.1 Sample Federation Report (Appendix A)
- 6.2 Sample Newsletter Article (Appendix B)

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Appendix A. Sample Jewish Federation Report

Federation Report – 11/7/05

Campaign: Last year's Howard County Campaign strategies have been nationally recognized as follows: "The GA planning committee for the Small Communities seminar has selected all of our campaign programs to be featured at the GA on Sunday, November 14th at 10AM. The UJC staff has asked us to focus on the Knesset Club and to prepare handouts for all our campaign innovations. Kudos to Debbie and Harry for providing solid and successful leadership and kudos to Ken and Ruth for leading the way." (note to Fed. Board from Avrum Weiss)

Calendar: I sent a note to Avrum, Ken Goodman, and Sophie Novinsky with "save the date" info on our planned Doug Cotler concert, asking them to not schedule anything for April 23rd.

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Appendix B. Sample Jewish Federation Article for Observer

Federation Report

Pearlstone Kallah: The program concluded on 3/29 with a program featuring two Ethiopians telling their personal stories. Overall, the series was well received by the community.

Purim Carnival: Bet Aviv was represented at this year's carnival on 3/12. Bet Aviv literature and information about the Cotler concert were distributed.

Save the Date:

2006 Howard County Federation Women's Event - Wednesday, June 7, 2006

The Jewish Federation of Howard County will celebrate 10 outstanding women of Howard County on June 7th, 2006, at 6:30 p.m. at Temple Isaiah in Fulton, MD. Debra Weinberg, recently named as one of Top 10 women to watch for in 2006 by the Jewish Women International, will be the keynote speaker. Two of our members - **Hattie Katkow** and **Phyllis Nash - are among the honorees**. The proceeds benefit Jewish Family Services, The Rosh Chodesh Girls Project and senior programming. For further information, reservations, and tickets, contact 410-730-4976, x 21