

BET AVIV PROCESS

Responsibilities of the Social Action Chair

1. Board Meetings

- 1.1 Attend each Board Meeting.
- 1.2 Send Committee Reports to the Secretary each month.
- 1.3 Complete any assigned action items and report their status each month.

2. Recruitment of Social Action Committee Members

- 2.1 Recruit new members to the Social Action committee by:
 - Talk about social action at Oneg Shabbats with new members
 - Participate in a new member orientation
 - Ask members with talents and skills you believe would benefit the committee in person
 - Send general notices through e-mail to solicit help (least likely to yield desired results).
 - Personal phone call that explains the need, the time commitment and why you think the person you're asking is right for the job

3. Social Action Meetings

- 3.1 Conduct regular meetings with sub-committee chairs to discuss and adopt new ideas and to plan dates for current activities:
 - Adopt-a-Road
 - Our Daily Bread
 - Succot in April
- 3.2 Monitor the Tsedukah Fund activities, assess effectiveness and make any changes necessary.
- 3.3 Conduct an annual planning meeting to solicit new social action ideas to adopt.
- 3.4 Select a sub-committee chair to new committees or to replace a resigning sub-committee chair.
- 3.5 Monitor the execution of Social Action Programs.

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- 3.6 Assess the effectiveness of current Social Action Programs and make changes, if necessary.

4. Communication

- 4.1 Send Bet Aviv announcements for Social Action Events.
- 4.2 Write an article for each publication of the Observer announcing upcoming Social Action events and thanking volunteers for recently held events.
- 4.3 On an annual basis, send a survey to the congregation with some suggested Social Action ideas asking them to prioritize the projects or add new ideas of their own. Announce the results of the survey.
- 4.4 Keep Bet Aviv members apprised of important Social Justice programs supported by URJ (e.g., ARZA). Read the content from the Religious Action Committee (RAC) on our website Social Action page by clicking [here](#).

5. Website

- 5.1 Review the Social Action page on our website <http://www.betaviv.org/programs/socialaction/> at least once a year to recommend updates, additions, or changes.

6. Skills Needed

- 6.1 Outgoing personality to solicit volunteers.
- 6.2 Good leadership skills to coordinate sub-committee activities and keep projects relevant for our members.
- 6.3 Marketing skills to solicit support for Social Action programs.
- 6.4 Word processing and writing skills to create Social Action Committee reports, Observer articles and compose effective announcements.
- 6.5 A dedication to Social Action projects.

7. Previous Coordinator(s):

- Barry Frieman
- Marty Stein
- Jocelyn Altman
- Phyllis Nash

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8. Documents Produced

- 8.1 Newsletter Article (Appendix A)
- 8.2 Committee Report (Appendix B)

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Appendix A. Sample Observer Article

<p>Social Action</p> <p>Many Thanks for Your Generosity!</p> <p>Many thanks to all the members of the congregation who donated gifts for the needy kids at Elkridge Elementary. This is an annual project for the Sisterhood, and everyone's help in making this a happier holiday for some special children was very much appreciated. We delivered 92 presents to the school and the people there were very happy and thankful. Special thanks go to Joanne Settel, Wendy Barkin and Caroline Feil for helping to make this project so successful.</p> <p>We also wish to thank the Giant Supermarket in Clarksville for the donation of the bags for this drive.</p> <p>Sue Portney</p> <p>Our Daily Bread</p> <p>Bet Aviv members will be serving at the soup kitchen, Our Daily Bread, in Baltimore on Sunday, March 11 at 9:00 am. Bet Aviv members have served at Our Daily Bread several times in the past. The reactions have been wonderful. One works hard, has a great time, and feels that they have helped in a very meaningful way. To volunteer for this Social Action project or for further information, call Carol Bodin at 410-997-2083.</p> <p>Bet Aviv Tsedukah Fund</p> <p>The Bet Aviv Tsedukah Fund gives on-time small grants to help needy people in our community. Think of the Tsedukah Fund when you want to honor the memory of a loved one, or recognize a happy event. A note that you have made a contribution in honor of someone will be sent to the individual or their family.</p> <p>Contributions should be sent to the Bet Aviv office. Please be sure to include with your contribution the name and address of the person or family that you want to receive a recognition note.</p> <p>Barry B Frieman, Ed.D. , Bet Aviv Social Action Committee</p>	 <p>As an organization that thrives on volunteer efforts, we welcome your experience and knowledge in supporting existing Bet Aviv community efforts like Adopt-a-Road, Grassroots and the Soup Kitchen in Baltimore. Or if you would prefer, gather a new group to support your favorite cause -- at Bet Aviv there are sure to be others who will help. Whether you want to mentor a school child, beautify the environment, or assist in providing food for the homeless and needy, Bet Aviv has a place for you.</p>
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Appendix B. Sample Board Committee Report

TSEDUKAH COMMITTEE

Types of grants

The Committee will give out one-time small grants to help the client purchase needed items such as medicines, or to pay emergency debts.

Membership

- Chair of Social Action Committee
- Treasurer of the Congregation
- Cantor
- Member with Social Work experience
- Member selected by Board

Voting

Committee will work by consensus. There may be times when one of the members is out of town and a request is immediate. In that case a quorum of three members will be needed in order to make a decision.

Contacts

The Chair of the Social Action committee will make contacts in the Jewish community to make key players aware of our fund. The Cantor will also make the existence of the fund know to the religious leaders in the community.

Intake

A request will come in to the Chair of the committee. He/she will report the case to other members either in person or via telephone. E-mail will not be used in order to guard the privacy of the requesting person. In all cases, the grantee will remain anonymous to members outside the Committee.

Payment

The Treasurer will issue a check to the appropriate person or agency. If the request is to pay an obligation owed to a third party, the check will be made out to that party.

In appropriate cases, the Chair of the committee with the grantee's permission will negotiate with the third party to get the client better terms or to reduce the obligation.

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Accountability

The Treasurer will give an accounting of the funds to the Board at periodic intervals. The names of grantees will be kept confidential, but will be known by the Treasurer.

Seed Money

\$1000 from the current Social Action Committee budget will be earmarked for this fund.