

**Presentation to the CJC/N Board of Trustees
April 2006**

Reorganization of Board Committee Structure

**Final Documents in Consultation with Board Representatives
and Committee Chairs**

Committee:

EXECUTIVE

Program Area of Mission:
Scope of Responsibilities:

Leadership

The Executive committee is established as a standing committee in the By-Laws (Sec. VIII. 2.a.). The committee shall meet at the discretion of the President upon reasonable notice and are open to members of the Board of Trustees. Meetings may be conducted by telephonic conference call and/or by electronic means, in whole or in part, provided that each participant has copies of all materials necessary for full participation in the meeting.

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

The Executive committee shall exercise only those powers specifically authorized by the By-Laws and the Board of Trustees.

Composition of the Committee:

The committee shall consist of the Officers of the Congregation and is chaired by the President.

Committee:
Program Area of Mission:
Scope of Responsibilities:

BUDGET

Responsibility

The Budget committee is established as a standing committee in the By-Laws (Sec. VIII. 2.b.). The committee shall make periodic reviews of the financial operations of the Congregation and shall report its findings to the Congregation at the Annual Meeting and from time to time at meetings of the Board of Trustees. The Committee shall prepare a budget relating to both capital and operating expenditures for approval by the Congregation.

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

The authority of the committee is to make periodic reviews of the financial operations and report those findings periodically to the Board of Trustees and to the Congregation at the annual meeting. It is to prepare a budget of both capital and operating expenditures for approval by the Congregation.

Composition of the Committee:

The committee shall consist of not less than three (3) members of the Congregation. The Treasurer and Assistant Treasurer, if any, shall be members of this committee.

Committee:

Program Area of Mission:

Scope of Responsibilities:

RITUAL

Spirituality

The Ritual committee is a standing committee established in the By-Laws (Sec. VIII. 2. c.). The committee coordinates all matters pertaining to worship. With the Rabbi, the committee will formulate rules and regulations for all ritual practices, subject to the approval of the Board of Trustees. The committee will also offer to the Rabbi and Cantor or Cantorial Soloist such advice and guidance as may be required regarding the character and mode of the various services.

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

Within the framework of the Reform tradition, the committee has the authority to recommend to the Board any innovations or changes in the rituals of worship. When the Rabbi or Cantor or Cantorial Soloist and the committee disagree, such matters will be presented to the Board for final resolution with which all parties must abide. Within its Board-authorized budget, the committee has the authority to decide on all details pertaining to implementation of its approved responsibilities.

Composition of the Committee:

The committee will consist of not less than three (3) members of the Congregation and shall coordinate all matters pertaining to worship.

Committee:
Program Area of Mission:
Scope of Responsibilities:

NOMINATING

Leadership

The Nominating committee is charged with the responsibility of submitting in writing to the Board of Trustees its slate of nominees for all officers and members of the Board of Trustees to be elected by the Congregation. If the committee's report is approved by the Board of Trustees, the slate shall then be mailed to each member of the Congregation. This must take place no later than forty-five days prior to the scheduled vote

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

The Nominating committee is a standing committee established in the By-Laws (VII. 2.d.) Its authority is to recommend to the Board of Trustees a slate of nominees for all officer and member positions of the Board of Trustees. Procedures for its composition and operation are described in the By-Laws.

Composition of the Committee:

The Nominating committee shall consist of nine (9) members of the Congregation selected by the Board of Trustees. No two (2) members of the same family shall serve on the committee at the same time. No member shall serve if any other member of his or her family intends to stand for office. One (1) member of the committee shall be a past president of the Congregation. Two (2) members of the committee shall be current members of the Board of Trustees in good standing chosen and approved by the Board of Trustees. Three (3) members shall be from a list of members who currently or within the prior five years have chaired a committee of the Congregation, and shall be approved by the Board. Three (3) members of the committee shall be members of the Congregation in good standing randomly chosen from the Secretary's current membership list.

Committee:

Program Area of Mission:

Scope of Responsibilities:

FINANCE

Responsibility

The Finance committee is established as a standing committee in the By-Laws (Sec. VIII. 2.e.). Its responsibilities are to: 1) approve each member's financial obligation to the Congregation as par of the membership process; 2) recommend modification of special dispensation in regard to the amount of and/or payment schedule of dues, charges, levies, or assessments in individual cases.

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

The Finance committee has the authority to recommend modifications or special dispensation in regard to the amount of and/or payment schedule of dues, charges, levies, or assessments in individual cases. The Finance committee will recommend to the Board of Trustees action to be taken on those cases where financial obligations have not been met.

Composition of the Committee:

This committee shall consist of the Treasurer and not less than two (2) members of the Congregation. The VP--Finance is a member ex-officio and has oversight responsibility for the committee.

Committee:
Program Area of Mission:
Scope of Responsibilities:

MEMBERSHIP

Community

The Membership Committee has primary responsibility for the identification, recruitment, solicitation, enrollment, and orientation of new members. In fulfillment of these responsibilities they will generate recruitment materials, prepare and distribute new member packets, develop a program to actively seek new members, sponsor events that orient new members to the programs and services of the Temple, and facilitate the new member's transition into the life of the CJCN community.

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

Within the scope of its responsibilities and Board-authorized budget, the committee and its working groups will have the authority to recommend to the Board annually a program to fulfill its assigned responsibilities, and to execute on the plan, as approved, consistent with the by-laws, policies and decisions of the Board.

Composition of the Committee:

The chair of the committee or its working groups will determine the composition of the committee. All members of the committee serve at the pleasure of the chair, and their membership on the committee is reaffirmed annually.

Committee:

Program Area of Mission:

Scope of Responsibilities:

MEMBERSHIP INVOLVEMENT

Community

The Membership Involvement Committee has primary, but not sole, responsibility for the engagement of members in the life of the congregation. The committee seeks to develop the congregation as a social organization, and creates an environment welcoming to all who seek to participate. They seek to build a community that lives the values of Reform Judaism and engages all members in the life of the congregation. Within its scope of responsibilities are:

Chavarahs

Social Events

Liaison relationship with Men's Club & Sisterhood

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

Within the scope of its responsibilities and Board-authorized budget, the Committee and its working committees will have the authority to recommend to the Board annually a program to fulfill its assigned responsibilities, and to execute on the plan, as approved, consistent with the by-laws, policies and decisions of the Board.

Composition of the Committee:

The chair of the committee or its working groups will determine the composition of the committee. All members of the committee serve at the pleasure of the chair, and their membership on the committee is reaffirmed annually.

Committee:
Program Area of Mission:
Scope of Responsibilities:

COMMUNITY INVOLVEMENT

Community

The Community Involvement committee cares for the needs of congregants in times of crisis or personal need. The committee is also responsible for the congregation's outreach to the greater community and its commitment to social action. Within its scope of responsibilities are:

Caring Community
Social Action
Cemetery

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

Within the scope of its responsibilities and Board-authorized budget, the Committee and its working committees will have the authority to recommend to the Board annually a program to fulfill its assigned responsibilities, and to execute on the plan, as approved, consistent with the by-laws, policies and decisions of the Board.

Composition of the Committee:

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Committee:

Program Area of Mission:

Scope of Responsibilities:

YOUTH & FAMILY EDUCATION COMMITTEE

Education

The Education committee will oversee and be responsible for all education activities and programs that address the needs of youth. In consultation with the Director of Religious Education, the committee will seek to develop and provide a high-quality program that assures the religious education of the Temple's youth, and provides an atmosphere conducive to the development of their Jewish identity. Within its scope of responsibilities are:

Religious School

Hebrew Education

Junior High Youth Group

Senior High Youth Group

Library Resources

The committee also has responsibility for the selection and evaluation of the Director of Religious School.

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

Within the scope of its responsibilities and Board-authorized budget, the committee and its working groups will have the authority to recommend to the Board annually a program to fulfill its assigned responsibilities, and to execute on the plan, as approved, consistent with the by-laws, policies and decisions of the Board. The committee will recommend to the Board actions pertaining to the employment or termination of the Director of Religious School.

Composition of the Committee:

The chair of the committee or its working groups will determine the composition of the committee. All members of the committee serve at the pleasure of the chair, and their membership on the committee is reaffirmed annually. As appropriate, the committee and its working groups will exercise their responsibilities in consultation with the Director of Religious education.

Committee:

ADULT EDUCATION COMMITTEE

Program Area of Mission:

Education

Scope of Responsibilities:

The Adult Education committee will oversee and be responsible for all education activities and programs that address the educational needs of adults. In consultation with the Rabbi and the Director of Religious Education, the committee will seek to develop and provide a high-quality program that fosters the commitment of Jewish adults to life-long learning. Among the areas of responsibility for this committee are:

Torah study

Back to Basics

Lunch and Learn

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

Within the scope of its responsibilities and Board-authorized budget, the committee and its working groups will have the authority to recommend to the Board annually a program to fulfill its assigned responsibilities, and to execute on the plan, as approved, consistent with the by-laws, policies and decisions of the Board.

Composition of the Committee:

The chair of the committee or its working groups will determine the composition of the committee. All members of the committee serve at the pleasure of the chair, and their membership on the committee is reaffirmed annually. As appropriate, the committee and its working groups will exercise their responsibilities in consultation with the Rabbi and the Director of Religious Education

Committee:

Program Area of Mission:

Scope of Responsibilities:

LEADERSHIP DEVELOPMENT

Leadership

The Leadership Development committee has primary responsibility for the development of current and future leaders within the Temple, and to serve as a resource for program areas within the Temple that seek to improve the performance of their committees and groups. Within its scope of responsibilities are:

New Leaders Development Program

New Trustees Training

Board of Trustees in-service training

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

Within the scope of its responsibilities and Board-authorized budget, the Committee and its working committees will have the authority to recommend to the Board annually a program to fulfill its assigned responsibilities, and to execute on the plan, as approved, consistent with the by-laws, policies and decisions of the Board.

Composition of the Committee:

The chair of the committee or its working groups will determine the composition of the committee. All members of the committee serve at the pleasure of the chair, and their membership on the committee is reaffirmed annually.

Committee:

Program Area of Mission:

Scope of Responsibilities:

STRATEGIC PLANNING

Leadership

The Strategic Planning committee has primary responsibility to assure the continuing viability of the Temple with the objective of meeting the needs of the Jewish community in Northwest Houston. Its focus is to be on the long-term development of the Temple, its programs and resources. As such, it will be responsible for guiding the Board in the formulation and execution of a strategic plan.

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

Within the scope of its responsibilities and Board-authorized budget, the Committee will have the authority to recommend to the Board annually a program to fulfill its assigned responsibilities, and to execute on the plan, as approved, consistent with the by-laws, policies and decisions of the Board.

Composition of the Committee:

The chair of the committee or its working groups will determine the composition of the committee. All members of the committee serve at the pleasure of the chair, and their membership on the committee is reaffirmed annually.

Committee:

Program Area of Mission:

Scope of Responsibilities:

BY-LAWS AND POLICY

Leadership

The By-Laws and Policy committee is responsible for the review of any and all By-Laws and/or policies of the Board of Trustees or the policies of any committee of the Board. The committee is responsible to record, maintain, and archive a record of the policies of the Board of Trustees and its committees, and ensure that all new policy decisions by the Board are incorporated therein in a timely manner. The committee, represented by its chairman, will advise the Board of the contents of its By-Laws and policies when relevant, and assist the Board during its deliberations and policy-making activities. As necessary, the committee will identify the need for modification and amendments to the By-Laws and policies of the Board of Trustees and its committees.

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

The By-Laws and Policy committee has the authority to review and recommend to the Board of Trustees any amendment, change, substitution, deletion, or addition to the By-Laws and policies of the Board of Trustees and its committees. The committee has no spending authority, and only such other authority as is reasonably necessary to carry out its responsibilities.

Composition of the Committee:

In order to fulfill its responsibilities, the chair of this committee must be a member of the Board of Trustees selected by the President and approved by the Board. The chairperson may select both standing members and ad hoc members to serve on the committee, as needed.

Committee:
Program Area of Mission:
Scope of Responsibilities:

COMMUNICATIONS

Communications

The Marketing committee is the primary group responsible for the dissemination of information to the Congregation, and keeping congregants fully informed of activities, programs, and events in the life of the Temple. The committee is responsible as well for promoting the programs and services of the Temple to the Jewish community in Northwest Houston, and fostering a positive image of the Temple to the broader community. Within the scope of responsibilities of the committee are:

- Calendar coordination
- Marketing
- Publicity & Advertising
- Newsletter
- Web page content & content maintenance
- Congregational communication

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

Within the scope of its responsibilities and Board-authorized budget, the Committee and its working committees will have the authority to recommend to the Board annually a program to fulfill its assigned responsibilities, and to execute on the plan, as approved, consistent with the by-laws, policies and decisions of the Board.

Composition of the Committee:

The chair of the committee or its working groups will determine the composition of the committee. All members of the committee serve at the pleasure of the chair, and their membership on the committee is reaffirmed annually.

Committee:

Program Area of Mission:

Scope of Responsibilities:

FUNDRAISING & GRANTS

Responsibility

The Fundraising & Grants committee has primary responsibility for the generation of additional operating revenues and designated funds beyond those raised from dues and assessments. It is responsible for coordination of all fundraising and grant writing activities within the Temple.

Decision Authority of

Committee (Recommend,

Recommend within Parameters,

Decide)

The Fundraising & Grants committee reports to the Vice President of Finance and has the authority to review and recommend to the Board of Trustees all proposals and initiatives for the raising of funds and/or the writing of grants for external funding on behalf of CJCN. Within the scope of its responsibilities and Board-authorized budget, the Committee will have the authority to recommend to the Board annually a program to fulfill its assigned responsibilities, and to execute on the plan, as approved, consistent with the by-laws, policies and decisions of the Board.

Composition of the Committee:

The chair of the committee or its working groups will determine the composition of the committee. All members of the committee serve at the pleasure of the chair, and their membership on the committee is reaffirmed annually.

Committee:
Program Area of Mission:
Scope of Responsibilities:

HOUSE COMMITTEE

Responsibility

The House committee has responsibility for the upkeep, maintenance, repair or improvement of the physical plant, other facilities, and all property owned or under the control of the Temple. They are responsible for the supervision of, and authorization of payment to, all contractors retained to perform services on behalf of the Temple. The committee is responsible for the maintenance and archiving of accurate records for all services performed and payments made. Within the scope of responsibilities of this committee are:

Fine Arts

Security

Communications infrastructure (phones and information systems)

Decision Authority of
Committee (Recommend,
Recommend within Parameters,
Decide)

Within the scope of its responsibilities and Board-authorized budget, the Committee and its working committees are empowered to execute its authority in a timely manner to assure the preservation of the Temple's property, and to execute on the plan, as approved, consistent with the by-laws, policies and decisions of the Board. The committee will recommend to the Board annually a program to fulfill its assigned responsibilities.

Composition of the Committee:

The chair of the committee or its working groups will determine the composition of the committee. All members of the committee serve at the pleasure of the chair, and their membership on the committee is reaffirmed annually.