



Board of Directors:

Characteristics & Responsibilities and Nominating & Voting Procedure

Prepared October, 2009

Board Characteristics

"I AM ROMEMU"

As Romemu grows and evolves, it is clear that our core value of inclusiveness has translated into a congregation that is richly diverse in many ways. Our Board reflects our community and celebrates its diversity.

Board members will ultimately be chosen for their individual abilities and commitment to our mission. However, it will strengthen the Board to always keep in mind the different constituencies represented in our membership.

Romemu has members who:

- * are all different ages
- * are many different colors
- * represent Jewish and spiritual practices across a wide spectrum
- * are socio-economically diverse
- * represent life from all places along the life cycle
- * join us from many different communities inside and outside NYC
- * represent many different professions
- * have families of all shapes and sizes
- * have many different ways of loving

Board Terms

Members - 2-year terms

Officers (Chair, Vice-Chair, Sec'y, Treasurer) - 2 year terms
(Members must serve one full year on the Board before becoming an officer.)

The officers constitute the Executive Committee and are charged with managing board governance and supporting Romemu.

A member may be voted in for a consecutive term without limit. The nominating committee will interview each member as his/her 2-year term expires. The committee and the member together will review and determine whether or not the member will be running again.

Members join and leave the board through a special ritual that honors their work.

CRITERIA FOR BOARD MEMBERSHIP

- * community minded, team player
- * demonstrates leadership qualities
- * creative, thinks outside the box
- * aims to give, get, or arrange to get Romemu \$5000 annually. above and beyond membership dues through personal donations, fundraising or recruitment of members (The Board is expected to raise 35-40% of Romemu's operating budget.)
- * demonstrates passion for Romemu through attendance, volunteerism or financial support
- * values are consistent with the mission and values of Romemu
- * sense of humor

Board Roles/Responsibilities

Chair
Vice-Chair
Secretary
Treasurer
Compliance Officer
Board Member/Working Member
“Member at Large”

Responsibilities

- * Determine Romemu’s mission and purpose
- * Set yearly and long range goals
- * Financial oversight including developing annual budget, approving major spending initiatives and proper financial controls
- * Take lead role in fundraising, both by personal example and by enlisting the support of others
- * Ensure legal and ethical integrity and maintain accountability
- * Determine governing policies
- * Approve rabbi’s contract
- * Hire staff and ensure adequate resources
- * Recruit and orient new board members/assess board performance
- * Enhance Romemu’s public profile and credibility
- * Along with staff, initiate and/or support programs and projects in keeping with community goals and mission
- * Initiate long-range planning process and assist in implementing and monitoring the plan’s goals

Executive Committee Responsibilities

- * Serves as a sounding board to the Staff and helps support the execution of action items
- * Makes urgent and necessary decisions between board meetings

- * Acts as leadership group that assists Staff in prioritizing and sorting through issues

CHAIR

- * Drives, leads and oversees board and executive committee meetings (prepares agenda)
- * Works in partnership with Executive Director (ED) to make sure board commitments and resolutions are carried out
- * Calls special meetings if necessary
- * With ED assistance, sets agenda for board meetings
- * With support of ED and Rabbi, manages transition to new Chair
- * Acts as an alternate spokesperson for the organization

VICE CHAIR

- * Carry out special assignments as requested by the board chair
- * Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- * Participate as a vital part of the board leadership
- * Learn the responsibilities, prepare and transition to become the next Board Chair

SECRETARY

- * Ensure the safety and accuracy of all board records
- * Record and publish board minutes

COMPLIANCE OFFICER

- * Ensures organization effectively works within governmental guidelines of a 501c3 non-profit

TREASURER

- * Understand financial accounting for nonprofit organizations
- * Serve as the chair of the finance committee

- * Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- * Support ED with finance updates on as-needed basis

Board Member Responsibilities

- * Attend monthly Board meetings.
- * Attend/support Romemu functions, such as special events.
- * Be informed about Romemu's mission, services, policies and programs.
- * Review agenda and supporting materials prior to board/committee meetings.
- * Serve on, or chair, committees/task forces and offer to take on special assignments.
- * Take lead role in fundraising, both by personal example and by enlisting the support of others
- * Make a personal financial contribution to Romemu (or fundraise).
- * Suggest possible nominees to the Romemu Board who can make significant contributions to the work of the board.
- * Keep up-to-date on developments in the organization's field.
- * Follow conflict-of-interest and confidentiality policies.
- * Refrain from making special requests of the staff.
- * Assist the board in carrying out its fiduciary responsibilities, such as reviewing annual statements.
- * Recruit new members to the Romemu community.
- * Serve as an ambassador for Romemu.

At Large Board Member Responsibilities

- * Demonstrate financial support of Romemu.
- * Attend/support Romemu functions whenever possible.
- * Be an ambassador for Romemu.
- * Assist the board in carrying out its fiduciary responsibilities, such as reviewing annual statements.

Voting Process for Board Members

A member of Romemu can nominate a Romemu member to become a Board member. They must use the nominating form and submit it in a timely fashion to the Nominating Committee.

The Nominating Committee will create a slate of candidates and officer positions to present to the Board for the purpose of discussion.

At an annual community meeting, the slate will be presented and each candidate will have the chance to introduce him/herself, or will be introduced to the community. The membership will vote on the slate (a quorum is necessary, representing 25% of the total membership at the time of the voting).

The nominating committee will count the votes and announce the new Board before the meeting adjourns.

If the slate is not passed, or the necessary quorum is not present, then there will be an electronic slate sent to all members within thirty (30) days. Members will have seven (7) days to respond to the electronic ballot.

The current board is grandparented onto the first slate of candidates. Before their names are posted, each will be given a chance to review the Board responsibilities and terms to insure he/she wants to be nominated.

Nominating Committee

The NC is a group of Board members plus 2 (two) non-Board member who manage the process of recruiting new Board members and renewing current Board members.

The NC has the following responsibilities:

- * Sends out “requests for nominations” to the Romemu membership
- * Creates the nomination form
- * Collects all nominations, calls nominees and requests statements of intent
- * Creates and presents a unanimously agreed upon slate
- * Presents nomination slate to the Board and works with the Board to choose officers
- * Counts the votes
- * Announces new Board members to the community each cycle
- * Organizes the ritual (w/Rabbi David) and orientation packets for new members

NOMINATING FORM

I, _____, being an active member of the Romemu Community, would like to nominate _____ to the Board of Directors.

I know this person to have a compassionate heart, an open mind and a supportive spirit. I believe that they are committed to the mission of our community and are willing and able to fulfill the significant duties of a Romemu board member.

I know that this person would be an ambassador for Romemu both inside of our community and in the world at large.

Please state the specific reasons or skills that this candidate has that will contribute to the governance of Romemu:

Other Romemu member references:

E-mail address and phone number on nominator and nominee:

BOARD OF DIRECTORS

STATEMENT OF COMMITMENT

*As we have been entrusted with the privilege of helping to guide and conduct the affairs of Romemu, we the Board of Directors affirm this statement of commitment in our endeavor to further enrich the spiritual life of our Romemu community.

* We enthusiastically affirm the philosophy and purpose of Romemu (Rabbi David chooses most important mission statement for here).

* We look forward to participating in the planning and implementation of goals and objectives for our community by regularly attending board meetings. We are aware that our attendance and input are valued and that it is important for us to share our interests, views and expertise with our colleagues on the board, our rabbi and our community.

* Beyond our regular board meetings, we look forward to supporting our committees/events by being a chair, liaison or member of a committee and/or event.

* Since the commitment of board members sets the tone for the financial support of Romemu by the membership at large, we pledge to be generous in accordance with our abilities in establishing our fair-share level of memberships dues, and to donate or raise \$5000. above our annual membership dues.

*In accepting this assignment and honor we regard ourselves as ambassadors of the board to the congregation, and of the congregation to the board. We are conscious that we serve as spokespersons and representatives of Romemu and will strive to hold the best interests of this community close to our hearts in all our relationships.

*We invite our membership to attend 3 designated Board meetings per year.