

JOB DESCRIPTIONS FOR
OFFICERS, BOARD MEMBERS, AND
CHAIRPERSONS/CO-CHAIRPERSONS of
OAK PARK TEMPLE SISTERHOOD

- I. THE BOARD OF DIRECTORS ("Board") is the leadership group of the Sisterhood. The Board is governed by the By-Laws of Sisterhood. It consists of the Officers, along with at least two and not more than 10 Directors of the Board. Directors shall each serve as a Chairperson or Co-chairperson of a committee. Past Presidents are life members of the Board.

A woman who accepts a position on the Board assumes the obligation to attend Board meetings and Sisterhood events, to participate wholeheartedly in the work of the organization, not only in the specific capacity assigned to her as an Officer, Director, or Committee Chair or Co-chair, but also as a member of the Temple. She views her election as an honor and accepts the obligations of leadership, understanding that she is a representative of the Temple.

- II. THE EXECUTIVE COMMITTEE consists of: President, Executive Vice-President, Programming Vice-President, Fundraising Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, and the Immediate Past President.

EXECUTIVE COMMITTEE RESPONSIBILITIES

- a. Discusses the work of Sisterhood. No confidential subject matter will be discussed outside the Executive Committee.
- b. Recommends action to be taken by the Board of Directors.

- c. Makes decisions that do not call for Board action.
- d. Acts for the Board in an emergency.
- e. Reviews the budget prior to its presentation to the Board.

A. PRESIDENT

Upon assuming the office of President, the President shall consult with the Rabbi and the Administrator/Executive Director of the Temple to ensure a smooth working relationship with the Temple and office staff. She shall consult with each member of the Executive Committee of Sisterhood to establish an organizational agenda for the year.

The President must be familiar with Sisterhood's finances, procedures, By-Laws and Job Descriptions.

It is the duty of the President to call regular meetings of the Executive Committee. She may also call special meetings whenever necessary or poll Executive Committee members individually. Notice of these meetings shall be given in a timely manner.

PRESIDENT RESPONSIBILITIES

- a. Chairs meetings of the Executive Committee.
- b. Chairs meetings of the Board of Directors.
- c. Plans the agenda for Executive Committee and Board of Directors meetings.
- d. Appoints committees or individuals to carry out duties authorized by the Board of Directors.
- e. Attends meetings of special interest groups, as needed.
- f. Attends Temple and/or Sisterhood new member events.
- g. Attends Shabbat services regularly.
- h. Picks up mail at Temple office regularly.
- i. Establishes Sisterhood tentative general events calendar to be presented at the May Sisterhood Board of Directors meeting.
- j. Attends the June Temple calendar meeting for final approval of events calendar.
- k. Attends meetings and conventions of WRJ and WRJ Midwest District, when possible.

PRESIDENT RESPONSIBILITIES, CONT.

- l. Works with the Executive Vice-President and Treasurer to prepare the annual budget.
- m. Approves all publicity before publication.

B. EXECUTIVE VICE-PRESIDENT

EXECUTIVE VICE-PRESIDENT RESPONSIBILITIES

- a. Presumptive to succeed the President at the conclusion of her term.
- b. Assumes full responsibility in the absence of the President.
- c. Member of the Executive Committee.
- d. Attends all scheduled Executive and Sisterhood Board of Directors meetings.
- e. Responsible for the following committees:
 - i. Nominating Committee
 - ii. Revision of By-Laws and Job Descriptions
 - iii. Membership
- f. In the event any projects/events do not have a designated Chairperson(s), the Executive Vice President shall consult with the President to fill said position(s).
- g. Prior to each scheduled Board of Directors meeting, contacts each of the Committee Chairs/Co-chairs and inquires about their current activities. If there is an indication that any Chair/Co-chair should be placed on the agenda for the forthcoming Board of Directors meeting, informs the President in advance of the meeting.
- h. Before Executive Committee meetings, if some special action concerning a committee needs to be brought for consideration, it is the Committee Chair/Co-chair's responsibility to inform the Executive Vice-President. Following the Executive Committee meeting, the Executive Vice-President reports back to the Committee Chair/Co-chair on any action taken.
- i. Serves as Sisterhood representative to the Temple Board of Directors meetings.

EXECUTIVE VICE-PRESIDENT RESPONSIBILITIES, CONT.

- j. Leadership Development:
 - i. Coordinates Board Retreat and/or training of the new Board of Directors.
 - ii. Board of Directors recruitment.
- k. Ex-officio of all standing committees for which she is responsible, except the Nominating Committee; is informed of all committee meetings, actions, and plans formulated by each committee, attending if possible.
- l. Parliamentarian.
- m. Works with the President and Treasurer to prepare the annual budget.
- n. Reports to the President.

C. PROGRAMMING VICE-PRESIDENT

PROGRAMMING VICE-PRESIDENT RESPONSIBILITIES

- a. Member of the Executive Committee.
- b. Attends all scheduled Executive and Sisterhood Board of Directors meetings.
- c. Responsible for the successful completion or operation of the following projects/events:
 - i. Sisterhood Shabbat
 - ii. Little Sister Events
 - iii. February Dinner Program
 - iv. Book Group
 - v. Women's Seder
 - vi. Ozerim
 - vii. Ladies' Nights
 - viii. Outreach
 - ix. Other new projects approved by the Board of Directors
- d. In the event any projects/events do not have a designated Chairperson(s), the Programming Vice-President shall consult with the President to fill said position(s).
- e. Prior to each scheduled Board of Directors meeting, contacts each of the Committee Chairs/Co-chairs and inquires about their current activities. If there is an indication that any Chair/Co-chair should be placed on the agenda for the forthcoming Board of Directors meeting, informs the President in advance of the meeting.
- f. Before Executive Committee meetings, if some special action concerning a committee needs to be brought for consideration, it is the Committee Chair/Co-chair's responsibility to so inform the Programming Vice-President. Following the Executive Committee meeting, the Programming Vice-President reports back to the Committee Chair/Co-chair on any action taken.

PROGRAMMING VICE-PRESIDENT RESPONSIBILITIES, CONT.

- g. Ex-officio member of all committees for which she is responsible; is informed of all committee meetings, actions, and plans formulated by each committee, attending if possible.
- h. Reports to the President.

D. FUNDRAISING VICE-PRESIDENT

FUNDRAISING VICE-PRESIDENT RESPONSIBILITIES

- a. Member of the Executive Committee.
- b. Attends all scheduled Executive and Sisterhood Board of Directors meetings.
- c. Responsible for the successful completion or operation of the following projects/events:
 - i. Tributes
 - ii. Rummage Sale
 - iii. Bake Sales
 - iv. Honey Cakes
 - v. New Year Greetings
 - vi. Gift Shop
 - vii. Special events approved by the Board of Directors
- d. In the event any projects/events do not have a designated Chairperson(s), the Fundraising Vice-President shall consult with the President to fill said position(s).
- e. Prior to each scheduled Board of Directors meeting, contacts each of the Committee Chairs/Co-chairs and inquires about their current activities. If there is an indication that any Chair/Co-chair should be placed on the agenda for the forthcoming Board of Directors meeting, the Fundraising Vice-President so informs the President in advance of the meeting.
 - i. Before Executive Committee meetings, if some special action concerning a committee needs to be brought before the Executive Committee for consideration, it is the Committee Chair/Co-chair's responsibility to so inform the Fundraising Vice-President. Following the Executive Committee meeting, the Fundraising Vice-President reports back to the Committee Chair/Co-chair on any action taken.

FUNDRAISING VICE-PRESIDENT, CONT.

- f. Ex-officio member of all committees for which she is responsible; is informed of all committee meetings, actions and plans formulated by each committee, attending if possible.
- g. Reports to the President.

E. CORRESPONDING SECRETARY

CORRESPONDING SECRETARY RESPONSIBILITIES

- a. Member of the Executive Committee.
- b. Attends all scheduled Executive and Board of Directors meetings.
- c. Writes correspondence, including electronic notifications, as directed by the President.
- d. Reads received correspondence at Board of Directors and Executive Committee meetings.
- e. Places stationery orders, as needed.
- f. Provides notice of Executive Committee and Board of Directors meetings at least one week prior to said meetings.
- g. Maintains a permanent record, listing all correspondence sent out, including the date and general subject.
- h. Reports to the President.

F. RECORDING SECRETARY

RECORDING SECRETARY RESPONSIBILITIES

- a. Member of the Executive Committee.
- b. Attends all scheduled Executive and Board of Directors meetings.
- c. Forwards to the President, within a week, a copy of the minutes of each meeting.
- d. Upon approval of the President, minutes will be made available to the Board of Directors and Executive Committee at least one week prior to each of their next scheduled meetings.
- e. Makes available revised minutes at meetings.
- f. Maintains a permanent record of minutes of all Board of Directors and Executive Committee meetings.
- g. Reports to the President.

G. TREASURER

TREASURER RESPONSIBILITIES

- a. Member of the Executive Committee.
- b. Attends all scheduled Executive and Board of Directors meetings.
- c. Works with the President and Executive
 - i. Vice-President to prepare the annual budget. Said budget shall be presented to the Executive Board for approval no later than April 30. Upon approval by the Executive Board of Directors, said budget shall be presented to the Board of Directors for final approval at the May Board meeting. The fiscal year shall be July 1 to June 30.
- d. Oversees all funds belonging to Sisterhood.
- e. Disburses funds upon presentation of appropriate representation of each expenditure.
- f. Disburses funds for items approved by the President.
- g. Balances receipts and expenditures monthly, and presents a detailed financial statement for each meeting of the Board of Directors.
- h. Maintains all monthly financial statements, including expenditures, as a permanent record.
- i. Provides a "bank" of funds to be used during fundraising events. Makes arrangements for where raised monies are safely stored at the conclusion of said fundraising events.
- j. Coordinates receipts and expenditures with other Chairs, as needed.
- k. Reports to the President.

H. BAKE SALE CHAIR

BAKE SALE CHAIR RESPONSIBILITIES

- a. Coordinates with Publicity Chair, Temple Office, President, and Vice President of Fundraising to get information out in a timely fashion regarding scheduled Bake Sales.
- b. Contacts known bakers, congregants, and friends for baked good donations.
- c. Coordinates packaging and displayed list of ingredients with bakers.
- d. Coordinates with Treasurer for set-up and pick-up of cash box.
- e. Responsible for availability of necessary supplies for packaging, display, etc.
- f. Recruits and coordinates volunteers for the day of the Bake Sale.
- g. Manages Bake Sale.
- h. Responsible for clean-up and shut down of Bake Sale.
- i. Reports to the President and Fundraising Vice-President.

I. BOOK GROUP CHAIR

BOOK GROUP CHAIR RESPONSIBILITIES

- a. Coordinates schedule with Temple calendar to determine five (5) dates for discussion meetings to be held between September and May.
- b. Selects books with some Jewish content/connection.
- c. Coordinates with the Oak Park Library for appropriate number of reserved books.
- d. Coordinates with the Publicity Chair and Temple Office to get information out in a timely fashion regarding book selection, discussion dates, etc.
- e. Reminds members of upcoming meetings.
- f. Facilitates Book Club discussion.
- g. Provides snacks for the meeting.
- h. Reports to the President and Programming Vice-President.

J. COLLEGE HOLIDAY BOXES CHAIR

COLLEGE HOLIDAY BOXES CHAIR RESPONSIBILITIES

- a. Responsible for sending Holiday Packages to college students of the Congregation for Rosh Hashanah and Passover.
- b. Coordinates publicity for Program, soliciting names and addresses of college students. Process begins approximately six weeks before each Holiday.
- c. Compiles and maintains current list of names and addresses of college students.
- d. Gathers items to fill the packages, such as non-perishable candies and fruits, cards made by Religious School students, Holiday-related novelty items, and greetings from the Sisterhood.
- e. Coordinates with Temple Educator to have Religious School students make Holiday cards to be put in the packages.
- f. Responsible for filling the packages and shipping them.
- g. Reports to the President and Programming Vice-President.

K. FEBRUARY DINNER PROGRAM CHAIR

FEBRUARY DINNER PROGRAM CHAIR RESPONSIBILITIES

- a. Selects a program, i.e. Jewish-themed movie or speaker.
- b. Coordinates a light dinner menu within the budget allocated.
- c. Coordinates publicity for the event with Publicity Chair and Temple Office.
- d. Responsible for obtaining all materials necessary for conducting the Program.
- e. Responsible for successful running of the program.
- f. Responsible for set-up and clean-up.
- g. Reports to the President and Programming Vice-President.

L. GIFT SHOP CHAIR

GIFT SHOP CHAIR RESPONSIBILITIES

- a. Manages the Gift Shop, including the coordination of volunteer staff schedules.
- b. Maintains inventory and physical store.
- c. Attends trade shows, as needed.
- d. Administers store finances, with particular attention to taxation.
- e. Files annual tax return to State of Illinois on a timely basis.
- f. Provides annual audit to Temple Administrator upon request.
- g. Gives copies of receipts and expense invoices to Sisterhood Treasurer on a monthly basis.
- h. Writes checks and secures secondary signature.
- i. Provides financial statements upon request.
- j. Provides reports on current financial status for scheduled Board of Directors meetings.
- k. Coordinates the annual Temple Maccabee Market.
- l. Reports to the President and Fundraising Vice-President.

M. HONEY CAKES BAKING CHAIR

HONEY CAKES BAKING CHAIR RESPONSIBILITIES

- a. Coordinates with Publicity Chair and Temple Office to get information out in a timely fashion regarding New Year Honey Cake Sales.
- b. Recruits and coordinates volunteers to bake Honey Cakes.
- c. Coordinates purchase and availability of necessary baking supplies.
- d. Coordinates with Temple Office regarding kitchen availability.
- e. Oversees baking, packaging, and pick-up of Honey Cakes.
- f. Reports to the President and Fundraising Vice-President.

N. HONEY JARS CHAIR

HONEY JARS CHAIR RESPONSIBILITIES

- a. On a weekly basis, compiles a list of deaths of first degree relatives (parent, spouse, sibling, child) of all Temple members.
- b. Approximately six weeks before the High Holiday season, purchases supplies for appropriate number of New Year Honey Jars to correlate with said list of deaths within the past year.
- c. Prepares jars filled with honey, and adds a message from the Sisterhood.
- d. Compiles a list of names and addresses for delivery of jars.
- e. Responsible for delivery of jars. Oak Park area jars to be delivered by hand between Rosh Hashanah and Yom Kippur. Non-Oak Park area jars to be mailed during the same period.
- f. Reports to the President and Programming Vice-President.

O. HONORED ADVISOR

HONORED ADVISOR RESPONSIBILITIES

- a. Attends all scheduled Board of Directors meetings.
- b. Recommended by the President to the Nominating Committee to be slated as a Board of Directors member.
- c. Has done ten (10) or more years of current and consecutive service on the Board of Directors.
- d. Is available to consult with any Executive Committee member or Chair/Co-chair of a committee.
- e. Reports to the President.

P. IMMEDIATE PAST PRESIDENT

IMMEDIATE PAST PRESIDENT RESPONSIBILITIES

- a. Mentors and advises the current President.
- b. Chairs the Nominating Committee.
- c. Performs any other duties as may be assigned by the Board of Directors.

Q. LADIES' NIGHT OUT CHAIR

LADIES' NIGHT OUT CHAIR RESPONSIBILITIES

- a. Coordinates with Publicity Chair and Temple Office to get information out regarding scheduled Ladies' Night events in a timely manner.
- b. Coordinates dates with Temple calendar for Ladies' Night Out events for the upcoming year.
- c. Chooses restaurants and/or other venues.
- d. Makes reservations.
- e. Reports to the President and Programming Vice-President.

R. LITTLE SISTER TEA & HAVDALAH CHAIR

LITTLE SISTER TEA & HAVDALAH CHAIR RESPONSIBILITIES

- a. Coordinates with Publicity Chair and Temple Office to get information for scheduled event out in a timely manner.
- b. Chooses and coordinates craft project.
- c. Coordinates purchase and preparation of luncheon menu and supplies.
- d. Coordinates Havdalah Service with Temple Clergy.
- e. Coordinates donations to be given to charitable organizations.
- f. Coordinates room set-up and decorations.
- g. Coordinates clean-up.
- h. Reports to the President and Programming Vice-President.

S. MEMBERSHIP CHAIR

MEMBERSHIP CHAIR RESPONSIBILITIES

- a. Coordinates and completes annual mass mailing by July 1, and any follow-up mailings, as needed.
- b. Coordinates mass mailing with Temple Office staff.
- c. Maintains current membership information in Excel spreadsheet.
- d. Provides reports on current membership status for scheduled Board of Directors meetings.
- e. Provides Board members with list of current Sisterhood members upon request.
- f. Coordinates receipt of all monies with the Treasurer on a timely basis.
- g. Purchases supplies as needed.
- h. Works with the Board of Directors to set goals for gaining new memberships.
- i. Reports to the President and Executive Vice-President.

T. NEW YEAR GREETINGS CHAIR

NEW YEAR GREETINGS CHAIR RESPONSIBILITIES

- a. Coordinates with Publicity Chair to create a flyer about the New Year Greetings that will be included in the annual Sisterhood membership mass mailing. Process begins approximately eight to ten weeks prior to Rosh Hashanah.
- b. Coordinates with Membership Chair for distribution of the flyer in the annual Sisterhood membership mass mailing.
- c. Coordinates with Sisterhood Treasurer, who will pick up all completed donor forms and checks. Treasurer and Chair will arrange for the Chair to receive the completed donor forms.
- d. Compiles a list of donors, and makes sure it is proofread.
- e. Delivers list of donors to Temple Office approximately two weeks before Rosh Hashanah to be included in the Temple Rosh Hashanah Program.
- f. Reports to the President and Fundraising Vice-President.

U. OZERIM CHAIR

OZERIM CHAIR RESPONSIBILITIES

- a. Organizes volunteers to meet the needs of the Oak Park Temple Community. Needs could involve life cycle events, such as deaths and shivas, new babies, etc. Needs could also be due to illness or disability, such as rides for medical care, meals, etc.
- b. Maintains current list of volunteers.
- c. Recruits new volunteers.
- d. Fills in for volunteers, as needed.
- e. Communicates with Congregation members regarding availability of Ozerim services.
- f. Communicates with Temple Clergy regarding needs of the community.
- g. Oversees progress of Ozerim services rendered.
- h. Reports to the President and Programming Vice-President.

V. PUBLICITY CHAIR

PUBLICITY CHAIR RESPONSIBILITIES

- a. Designs and edits publicity for Sisterhood as needed, formatted for both paper (flyers//brochures/posters) and/or electronic transmission.
- b. Coordinates design and editing of all publicity with appropriate Chair.
- c. Submits all completed publicity to President and appropriate Chair for approval.
- d. Coordinates all publicity with Temple Office and Temple Publicity Chair for distribution.
- e. Reports to the President and appropriate Chair.

W. RUMMAGE SALE CHAIR

RUMMAGE SALE CHAIR RESPONSIBILITIES

- a. Coordinates publicity/advertising with Publicity Chair and Temple Office.
- b. Arranges for pick-up of leftovers after the Sale.
- c. Coordinates lay-out of the room.
- d. Arranges timetable for the Sale, including drop-off of items, set-up, and clean-up.
- e. Recruits and schedules volunteers.
- f. Coordinates with Temple Office staff regarding facilities.
- g. Responsible for pricing of items. Research can be done by Chair or volunteer.
- h. Responsible for deciding what is saleable, i.e. functioning electronics, non-religious items.
- i. Responsible for proper display of items.
- j. Reports to the President and Fundraising Vice-President.

X. TRIBUTES CHAIR

TRIBUTES CHAIR RESPONSIBILITIES

- a. Sends Tributes, as requested.
- b. Keeps records of Tributes sent.
- c. Sends list of Tributes sent to Temple Office for publication in monthly newsletter.
- d. Sends billing statements, when needed.
- e. Forwards all money received to Sisterhood Treasurer.
- f. Responsible for reporting Tributes activity at monthly Board meetings.
- g. Reports to the President and Fundraising Vice-President.

Y. WOMEN'S SEDER CHAIR

WOMEN'S SEDER CHAIR RESPONSIBILITIES

- a. Coordinates publicity for the event.
- b. Recruits volunteers.
- c. Arranges for hired staff.
- d. Orders and coordinates the menu.
- e. Coordinates set-up, preparation, and serving of the meal.
- f. Coordinates clean-up.
- g. Coordinates with Temple Clergy regarding the Passover Seder service.
- h. Reports to the President and Programming Vice-President.

III. NOMINATING COMMITTEE

The Nominating Committee shall be appointed by the President each January for a one-year term. The committee shall be comprised of five members: three Board of Directors members and two at-large Sisterhood members, with the Immediate Past President designated as Chair.

- The completed slate of Officers and Directors of the Board shall be presented to the Board of Directors by the Chairperson no later than March 31st of each year.
- Upon approval of the Board of the Directors, the slate shall be published in the next Temple bulletin.
- Election shall take place during the final event of the fiscal year, or at a special meeting called for that purpose.
- The results of the election shall be published in the Temple bulletin.
- The terms of the newly elected Officers and Directors of the Board shall coincide with the fiscal year, which shall be July 1 to June 30.