

## **Chochmat Board Member Job Description**

The Chochmat Board of Directors is comprised of members of our congregation who are dedicated to our mission to be a source of relevant and inspiring pathways into Jewish practice.

Board terms last for two years and board members can serve for up to three consecutive terms.

### **Expectations of the Board as a Whole**

As the leadership body of Chochmat HaLev and to satisfy its fiduciary duties, the board is responsible for:

- Determining the mission and purposes of the organization
- Selecting and evaluating the performance of the Executive Director and Spiritual Leaders
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring Chochmat HaLev's programs and services
- Enhancing Chochmat HaLev's outreach to the broader community
- Assessing its own performance as the governing body

### **Expectations of Individual Board Members**

Each individual board member is expected to:

- Be a member in good standing
- Know Chochmat's mission, policies, programs and needs
- Faithfully read and understand Chochmat HaLev's financial statements and ensure the Board fulfills its fiduciary responsibilities.
- Play an active role in securing the financial resources necessary for Chochmat HaLev to achieve its mission.
- Leverage personal relationships and connections to help the Fundraising committee and staff identify and solicit potential funders.
- Directly invest in Chochmat HaLev by contributing to every fundraising effort.
- Attend all Board meetings, trainings, and retreats.

- Read board materials in advance of board meetings and come prepared to ask questions and participate in discussions.
- Serve on one or more committees and actively participate in committee work and to work at least 15 hours of volunteer time a year
- Attend at least one Chochmat HaLev service, class, or event each month
- Read the board emails to stay abreast of any discussion topics or changes in the board meetings