

# TEMPLE OHAV SHALOM

## POLICIES GOVERNING FORMATION AND FUNCTIONS

### OF TEMPLE OHAV SHALOM COMMITTEES

2201 DUNCAN AVE.  
P.O. BOX A  
ALLISON PARK, PA. 15101  
PHONE: 486-9812

#### 1. Introduction:

For continuity, and a smooth transition from one year to the next, it is essential that procedures and policies be clearly defined. Not only will it be of great assistance to the present committee chairpersons, but a lifesaver to new members who have never served in these roles before.

#### 2. Chain of Command:

A. The president shall nominate all committee chairpersons, temporary or permanent. At the request of the president, the 1st vice president may nominate all committee chairpersons.

B. The president shall be an ex-officio member of all committees.

C. All committee chairpersons report to the 1st vice president.

D. The 1st vice pres. acts as a direct line of communication between the board and the committee chairpersons.

E. The 1st vice pres. will report progress of the committees to the Board.

F. The 1st vice pres. will assist committee chairpersons where needed.

G. The 2nd vice pres. is chairperson of the ways and means committee.

#### 3. Responsibility as a chairperson:

A. Choose your own committee.

B. Outline and organize goals and procedures.

C. Prior to the general meetings, submit a written progress report. to the 1st vice pres., include in it, projects completed and plans for the future.

D. Keep the 1st vice pres. informed by phone on current activities or problems.

E. Appoint sub-committee chairpeople where needed.

F. Keep detailed notes for future chairpersons, including budgets, contracts, agreements, people to contact, etc.

4. Definitions of Areas of Responsibilities:

A. Arrangements Committee:

1. Sisterhood is responsible for nominating the chairperson.  
2. Organize and make arrangements for all necessary items for religious activities in conjunction with the religious committee. These include, but are not limited to Sabbath candles, wine, and papergoods.

3. Make arrangements for refreshments at religious activities and general meetings.

4. Secure members to host Oneg Shabbats at regular services. Inform them of their duties.

B. Building Committee:

1. Raise funds by securing pledges from members for the building fund.

2. Investigate and carry out a fundraising program for our building fund in the greater Pgh. community.

C. Community Relations Committee:

1. Represent Temple Ohav Shalom in various and appropriate community affairs.

2. Organize and conduct a speakers bureau.

D. Education Committee:

1. Select a Sunday and Hebrew School administrator.

2. Approve the curriculum proposed by the administrator.

3. Review the budget submitted by the administrator prior to submission to the Board for approval. This should be done prior to the start of the school year.

4. Review and approve the number of teachers and their salaries in line with approved budget.

5. Supervise Sunday and Hebrew School to insure that it is functioning properly.

E. Finance Committee:

1. Assist the board in planning the operating budget for the year.

2. Project expenses for future growth.

3. Investigate potential investments and bring to the Board.

4. Review and audit the treasurers books at least annually.

5. Report the review findings to the Board.

F. Membership Committee:

1. Answer the center phone.
2. Arrange a welcome call for prospective new members.
3. Make an effort to intergrate new members into the group.
4. Assist in the annual Rabbi's and New Members' Open House.
5. Contact prospective members and try to induce them to join the Temple.
6. Compile a complete list of members, including names, addresses and phone numbers for distribution to the membership in October.
7. Keep the mailing list up to date and provide this information to the president, secretary and communications chairperson.
8. Work closely with the treasurer in securing new members, and advise him who to send pledges to and who to contact.

G. Communications Committee

1. Secure articles for the newsletter from the President, Rabbi, various committees, Sisterhood, etc.
2. Make up a calendar for each issue.
3. Arrange for set-up, typing and duplicating.
4. Mail out to membership and mailing list.
5. Provide the membership committee with extra copies for potential members.

Ga. Publicity Sub-committee:

1. Arrange for publicity in local newspapers. Include information on officers and board members, regular services, special services, Bar/Bat Mitzvahs, High Holy Days etc.
2. Send out flyers for special events when required.

H. Religious Committee:

1. Work with the Rabbi on format and establish a calendar of regular and special services..
2. Assist in services as required.
3. Be responsible for religious articles.
4. Organize and make arrangements for all necessary items for religious activities in conjunction with arrangements committee.
5. Obtain prayerbooks and insert proper bookplates when ordered in memory or in honor of someone. Send out acknowledgement.
6. Send religious calendar with appropriate letter to area school districts yearly, before school year calendar is made up.

I. Social Committee:

1. Organize and run the Rabbi's and New Members' open house in conjunction with the membership committee.
2. Plan and run other social events.
3. Assist the ways and means committee as requested.

J. Telephone Committee:

1. Make arrangements with committee members to act as a phone crew for notification of members of school closings, changes in services, special events, etc.

K. Ways and Means Committee:

1. Chairman is 2nd vice president.
2. Plan and oversee all fund raising events.
3. Propose to the Board new fundraising ideas.

L. Inside Maintenance Committee:

1. Be responsible for keeping the Temple in a good state of repair.
2. At the beginning of year, purchase supplies and equipment necessary to running of the building, and make sure we have adequate supplies throughout the year.

M. Outside Maintenance Committee:

1. Be responsible for keeping the outside of the Temple, the parking lot, and the grounds in good order and in a good state of repair.
2. Arrange for snow removal and mowing as required.

THE ABOVE GUIDELINES HAVE BEEN SET UP TO ASSIST EACH CHAIRPERSON IN FULFILLING THEIR RESPECTIVE ROLES. CO-OPERATION AMONG THE COMMITTEE CHAIRPEOPLE IS MOST IMPORTANT. IN ORDER THAT WE MAY FUNCTION AS A GROWING CENTER, THE BOARD MUST HOWEVER, RETAIN THE RIGHT TO MAKE FINAL DECISIONS.