

Minimum Expectations for ALL Members of the Board of Directors of TBE:

- 1.) All Board Members are to attend a minimum of 9 out of the 12 annual Board meetings.
Barring any factors such as illness or emergencies, members are to prioritize attendance.
Members must attend 80% of the mtg. for attendance to count. (i.e. Approximately 2.5 hrs.)

NOTE: Unless the entire Board of Directors is meeting remotely via audio/video conferencing:

- 2.) No more than three (3) of those nine (9) required-attendance board meetings can be attended via conference call or audio/visual link. Attending a meeting remotely is acceptable for work or health related reasons and audio/ video conferencing is preferable.
- 3.) When a Board Member has accumulated three absences from board meetings and is therefore at risk of not upholding the agreement to attend 9 meetings a year, they will be contacted by the Executive Committee and informed of their status. Once asked to commit to attending all the remaining meetings, there will be inquiries into difficulties in potentially upholding their commitment. Two Board Members will be present for this.
- 4.) A Board Member who has missed three board meetings and who has not communicated with the Executive Committee to identify reasons for said absences will be deemed in default of their membership responsibilities and will be asked to step down from the Bd.
- 5.) This policy regarding attendance at Board meetings will be tracked by the Executive Committee. It will apply to all Members of the Board and it will be enforced.
- 6.) All under-performing Board Members will be given every opportunity to meet expectations but once these expectations are documented and appropriately recorded in the TBE by-laws the enforcement mechanism will be intrinsic and occur without any deliberation or vote.
- 7.) A possible enforcement mechanism shall include a leave of absence for an under-performing Board Member for a duration of not more than two or possibly three months. During that time the Board Member is relieved of all board responsibilities.
- 8.) One or more members of the Executive Committee will communicate with the utmost respect with the challenged Board Member and a letter from the Board president will be sent to confirm the leave of absence. A Board officer will follow-up at the appropriate end of the allotted leave of absence at which time the Board Member will either commit to return to full board service or resign from the board.
- 9.) The bylaws will be amended to provide for automatic removal of a Board member who fails to meet the minimum attendance requirements, barring extenuating circumstances.
- 10.) After a probationary year and upon approval by the Executive Committee a Board Member will serve a three-year term.

Temple Beth El of City Island - Guidelines for Members of the Board of Directors

Minimum Expectations for ALL Members of the Board of Directors of TBE:

- 11.) Service on the Board of Directors is without remuneration, except for administrative support, i.e. previously approved expenses that are in relation to Board Member duties.
- 12.) All members of the TBE Board are required to sign a Code of Conduct which includes a conflict - of-interest policy. All Board Members must immediately disclose any conflicts of interest that may arise during their service on the Board.
- 13.) All Board members are to come prepared and to be attentive during all board meetings.
- 14.) All Board members will participate in some way in facilitating High Holiday Services & events.
- 15.) All Board members are expected to participate in some way in fund-raising activities for TBE.
- 16.) All Board Members will Chair a minimum of ONE of TBE's Committees and will recruit TBE community members to join their Committee and to actively participate.
- 17.) Additionally, All Board Members must agree to Chair at least one Event per year and will work together with at least one other Bd. Member as a team on this event. Events such as the Gala, Seders, Retreats, Shabbatons and other major large group gatherings such as potluck dinners and Shabbat-by-the-Sea are the major events to which this requirement applies.
- 18.) Each according to their own means, all TBE Board Members are expected to make financial and/or skills, time & resource contributions to Temple Beth El of City Island every year.
- 19.) Actively engaging in relationship building within the TBE community and also reaching out to be an advocate for TBE is expected, and highly recommended for all Bd. Members.
- 20.) All Board members must act as ambassadors for Temple Beth El of City Island.
- 21.) All Board Members must commit to attend a minimum of at least two major organizational events each year. By attending as many TBE events and services as possible, Board Members are encouraged to nurture active involvement by all members of the TBE community.
- 22.) All Board members must assist in identifying, nurturing and nominating (when needed) other members of the TBE community to serve as Members of the TBE Board of Directors. This will insure and strengthen the commitment to a diverse Board that reflects the entire TBE community.
- 23.) All Board Members must approve the annual budget and clergy contracts, review financial statements and vote on and review major TBE projects and business decisions.
- 24.) Every Board Member has a fiduciary duty and must review all financial reports and contracts with attention to detail, inquiry for comprehension and prudent fiscal oversight.

Temple Beth El of City Island - Guidelines for Members of the Board of Directors

Minimum Expectations for ALL Members of the Board of Directors of TBE:

- 25.) Membership on the Board of Directors is by invitation only.
- 26.) Qualifications for being nominated to the Board of Directors include a minimum of two years active paid-in-full membership, completion of an application giving personal information including skills to contribute and previous economic and volunteering committee history, minimum of one full year active membership on a TBE committee and other TBE events, recommendation from the Chair of that Committee confirming their valuable active participation and contribution.
- 27.) Any Board Member may suggest a potential candidate for nomination to the board but the final decision after full board recommendations and discussions will be that of the Executive Committee. After having heard recommendations from the entire board and and further required deliberation the Executive Committee shall give a Yea or Nay and if a Nay then further discussion of the entire board will proceed until agreed consensus.

Every Board member has three primary legal duties:

Duty of care: Take care of Temple Beth El of City Island by ensuring prudent use of all assets, including facility, people, and good will

Duty of Loyalty: Ensure that TBE activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of TBE, not in the best interest of the individual board member or any other individual or for-profit.

Duty of Obedience: Ensure that TBE obeys applicable laws and regulations, follows its own bylaws and that TBE adheres to its stated mission and purpose.

This document outlining the expectations for all Members of the TBE Board of Directors (as written) will be given to each Member of the TBE Board of Directors, and as signed will become part of official TBE books and records.

Each Board Member must acknowledge in writing that they have received it, and that they agree to abide by these Temple Beth El of City Island - Guidelines for Members of the Board of Directors.

This document will become an integral part of the recruitment and orientation process for all potential Board Members.

I, _____ acknowledge receipt of these Temple Beth El of City Island - Guidelines for Members of the Board of Directors, and by signing below I agree to abide by these Guidelines during the entire term of my service on the TBE Board of Directors.

Signed by: _____

DATE: _____

Temple Beth El of City Island - Guidelines for Nominations to the Bd. of Directors

- 1.) Membership on the Board of Directors is by invitation only.
- 2.) Qualifications for being nominated to the Board of Directors include a minimum of two years active paid-in-full membership, completion of an application giving personal information including skills to contribute and previous economic and volunteering committee history, minimum of one full year active membership on a TBE committee and other TBE events, recommendation from the Head of that Committee confirming their valuable active participation and contribution.
- 3.) Any Board Member may suggest a potential candidate for nomination to the board but the final decision after full board recommendations and discussions will be that of the Executive Committee. After having heard recommendations from the entire board and after further required deliberation the Executive Committee shall give a Yea or Nay and if a Nay then further discussion of the entire board will proceed until agreed consensus.

