

# CHAIR



Responsible overall for the leadership, direction, good running and accomplishments for the community

## DUTIES & RESPONSIBILITIES

1. Strategy
2. Delegated legal duties and liabilities from the Trustees of the US
3. Please see Chairs Handbook

## EXPECTATIONS

1. DBS Check
2. Training

# VICE CHAIR



Areas of responsibility to be determined by community

## DUTIES & RESPONSIBILITIES

1. As to be determined by community

# FINANCIAL REPRESENTATIVE



The Financial Representation (FR) is responsible for managing the synagogue's finances, as well as being one of your synagogue's Honorary Officers (HOs')

## DUTIES & RESPONSIBILITIES

1. Setting the annual budget
2. Monitoring the budget and dealing with synagogue income
3. Expenditure
4. Accounts & Book-keeping

## EXPECTATIONS

1. Induction Training with Head of Community Finance

The FR's term of office is two years. FRs cannot serve for more than six consecutive years.



# WOMEN'S OFFICER



The Women's Officer ensures women's engagement is integrated into all areas of community life and that the synagogue is welcoming and inclusive

## DUTIES & RESPONSIBILITIES

1. Being the point of contact and offer guidance and support in the women's section of the synagogue
2. Providing input and support in planning the ceremonial element of smachot (celebrations) in relation to Bat Mitzvah and Simchat Bat
3. Be involved in wider women's engagement

## EXPECTATIONS

1. Women's Officer Workshops



# WARDEN



The role of the Warden is to assist the rabbi with matters relating to synagogue services

## DUTIES & RESPONSIBILITIES

1. To be agreed upon locally with rabbi

## EXPECTATIONS

1. Warden Workshop

# WELCOMING



The role of the Welcoming volunteer is to greet attendees and advise them on appropriate information regarding services and the site.

## DUTIES & RESPONSIBILITIES

1. Sit or stand at designated area to greet attendees
2. Advise attendee on appropriate information for them:
  - If with babies, where they may find a changing room and feeding area
  - If with children, where they may find children's services
  - Offering relevant accessible items
  - Offering relevant accessible information

## EXPECTATIONS

1. Local training



# CARE COORDINATOR



The role of the Care Coordinator is to oversee the support given to members at times of need, including illness, bereavement or other circumstances.

## DUTIES & RESPONSIBILITIES

1. Oversee a team of volunteers to provide both 1:1 and group support
2. Organise visits to hospitals, private and care homes and hospices
3. Organise practical support including food, lifts etc
4. Ensure religious and spiritual needs are met
5. Report any safeguarding concerns

## EXPECTATIONS

1. DBS
2. Chesed Care  
Coordinator training
3. Safeguarding training



# CARE/CHESED VOLUNTEER



The role of a care volunteer is to provide 1:1 or group support to members at times of need, including illness, bereavement or other circumstances.

## DUTIES & RESPONSIBILITIES

1. Provide support to members, as agreed with the care coordinator
2. Be friendly and supportive, whilst maintaining professionalism
3. Report any safeguarding concerns

## EXPECTATIONS

1. DBS
2. Chesed Care  
Induction training
3. Specialist training  
where appropriate eg  
bereavement support



# KIDDUSH ROTA



The role of the Kiddush Rota Volunteer is to set-up and clear-up the Kiddush for the community. The volunteer will be working with a team.

## DUTIES & RESPONSIBILITIES

1. Set-up and clear-up the Kiddush
2. Observe kashrut guidance from Rabbinic colleagues
3. Ensure that alcoholic drinks are from from reach from children
4. If applicable, ensure that Gluten-free food is accessible and clearly labeled for those who needs

## EXPECTATIONS

1. Food safety course



# CHILDREN'S SERVICE COORDINATOR



The Children's Service Coordinator is responsible for overseeing the smooth running of Children Services as well as ensuring all services are appropriate for the children of the community.

## DUTIES & RESPONSIBILITIES

1. Strategic Development for services
2. Curriculum Development for services
3. Responsible for recruitment of children service leaders
4. Organise children service leader rota
5. Organise DBS for children service leaders
6. Creating and/or facilitating training for children service leaders
7. Develop a sense of cohort among Children's Service leaders
8. Coordinate children's events
9. Consult with Tribe for resources and materials
10. Responsible for supplies

## EXPECTATIONS

1. DBS Check
2. Food Safety training (if applicable)
3. Safeguarding training



# CHILDREN'S SERVICE LEADER



Children's Service Leaders are responsible for planning and running children's services

## DUTIES & RESPONSIBILITIES

1. Plan an appropriate and engaging service during the week
2. Run the children's service on Shabbat
3. Report any safeguarding concerns to designated person in community

## EXPECTATIONS

1. DBS Check
2. Safeguarding training



# SECURITY COORDINATOR



The role of the Security Coordinator is to liaise with the Community Security Trust (CST) and to organise both professional security guards and volunteers from the community, to provide security to community activities.

## DUTIES & RESPONSIBILITIES

1. Liaise with CST for important security updates and communicate those updates to the appropriate people within the community.
2. Manage the security equipment provided to the community
3. Organise security volunteers for community services and events

## EXPECTATIONS

1. CST Training



# CERTIFICATE OF RELIGIOUS PRACTICE (CRP) REGISTRAR



The role of the CRP Registrar is to manage the CRP system for the community. They do not need to complete all the duties themselves but need to be sure the duties are delegated and completed

## DUTIES & RESPONSIBILITIES

1. Advertise for parents to register their children through the CRP link at the appropriate time in relation to school years.
2. Ensure all CRP cards are printed and organised for each week that children will be collecting points
3. Ensure CRP cards are accessible at the beginning of every event and service
4. Ensure CRP box is accessible at the end of every event and service.
5. Ensure all CRP cards put in the box are scanned into the system.

## EXPECTATIONS

1. DBS
2. Training to be completed



# DBS ORGANISER



The DBS Organiser is responsible for ensuring that all volunteers who need DBS checks have them completed

## DUTIES & RESPONSIBILITIES

1. Managing applications
2. Monitoring progress
3. Maintaining records
4. Ensuring compliance
5. Protecting privacy of applicants

## EXPECTATIONS

1. DBS
2. Training to be completed



# FUNDRAISING



The person who holds the fundraising portfolio will focus on contributing to the financial sustainability of the community by developing fundraising strategies.

## DUTIES & RESPONSIBILITIES

1. Develop fundraising strategies
2. Manage donor relations
3. Organise fundraising events
4. Liaise with the US Fundraising Team for support in fundraising and grant writing

## EXPECTATIONS

1. Central Fundraising Workshops



# INCLUSION COORDINATOR



The person who holds the Inclusion Coordinator portfolio will champion the needs of those who may feel marginalized from the community for various reasons.

## DUTIES & RESPONSIBILITIES

1. Develop awareness of the different needs of your membership (adults and children)
2. Liaise with the local Chesed or Welfare teams (if applicable), the Executive and designated members of the Synagogue Council, as well as relevant colleagues at the US Centre
3. Be able to signpost members with additional needs when appropriate
4. Ensure all committees are aware of additional needs and plan appropriately

## EXPECTATIONS

1. Training



# JEWISH GROWTH COORDINATOR



The person who holds the Jewish Growth Coordinator portfolio will oversee the educational provision in the community.

## DUTIES & RESPONSIBILITIES

1. Liaise with all educators in the community (Rabbinic team(s)) to understand what sessions are being offered.
2. Understand the needs of the community regarding Jewish educational provision.
3. Report on the overall curriculum offered in the community on a termly or annual basis.

# JEWISH SKILL FOR ADULTS



The person who holds the Jewish Skills for Adults portfolio will oversee that the appropriate opportunities for members to learn Jewish skills take place.

## DUTIES & RESPONSIBILITIES

1. Liase with rabbinic team(s) to understand the provisions already being offered and potential opportunities.
2. Coordinate events teaching Jewish skills that are appropriate for the community that help build relationships within the community.

# JEWISH SKILL FOR YOUTH TEAMS



The person who holds the Jewish Skills for Youth Teams portfolio will oversee that the appropriate opportunities for youth to learn Jewish skills take place.

## DUTIES & RESPONSIBILITIES

1. Liase with rabbinic team(s) and Youth Directors to understand the provisions already being offered and potential opportunities.
2. Coordinate events teaching Jewish skills that are appropriate for the youth that help build relationships within the community.

# NEW MEMBER BUDDIES



The person who holds the new member buddies portfolio will be responsible for ensuring that all new members are partnered with an appropriate buddy to welcome them into the community.

## DUTIES & RESPONSIBILITIES

1. Develop a welcoming strategy for new members
2. Recruit volunteers to be new-member buddies
3. Stay updated on when new members join
4. Connect new members with appropriate buddy

# PROPERTY COORDINATOR



The person who holds the property coordinator portfolio is responsible for coordinating maintenance and minor repairs of the site. The person will work with professional facilities staff and Property Team at Head Office

## DUTIES & RESPONSIBILITIES

1. Responsible for upkeep of building and ensuring it complies with Health and Safety standards.

## EXPECTATIONS

1. Health & Safety Training

# EVENTS PROGRAMMING



The person who holds the Events and Programming portfolio is responsible for the strategic planning and coordination of community events and programmes, ensuring that there are suitable events and programmes for key demographic groups in the community.

## DUTIES & RESPONSIBILITIES

1. Strategic planning
2. Event coordination (potentially done with team and/or staff)
3. Marketing and promotion (potentially done with team and/or staff)
4. Compliance and Safety

## EXPECTATIONS

1. Training



# FACILITIES USE/ HIRE



The person who holds the facilities use/hire portfolio is responsible for overseeing the management, utilization, and rental of community space.

## DUTIES & RESPONSIBILITIES

1. Facility Management
2. Utilization Planning
3. Rental Coordination
4. Marketing and Promotion
5. Policy Development
6. Compliance and Risk Management
7. Liaise with Head Office for support and guidelines

## EXPECTATIONS

1. Health & Safety Training



# YOUNG FAMILIES SOCIAL



Responsible for developing and implementing programs and initiatives that support young families within the community. This role focuses on enhancing the well-being, engagement, and social integration of young families through targeted services and activities.

## DUTIES & RESPONSIBILITIES

1. Community engagement
2. Relationship building
3. Programme development

# VOLUNTEER ENGAGEMENT



The person who holds the portfolio for volunteer engagement will be responsible for creating a positive environment for volunteers and overseeing their overall wellbeing

## DUTIES & RESPONSIBILITIES

1. Create opportunities for feedback for volunteers
2. Ensure all volunteers know who to report to
3. Ensure all volunteer 'managers' are creating positive environments for their volunteers
4. Organise ways to show appreciation for volunteers

# STRATEGIC DEVELOPMENT



This person will be responsible for the creation and implementation of a long-term strategy for the community. This person will work with a team and the Community Development Team in Head Office to accomplish this goal

## DUTIES & RESPONSIBILITIES

1. Develop an understanding of the community demographics, its needs and potential growth.
2. Create a long-term strategy for the community with measurable goals
3. Implement the strategy with the support of the team.

# MARKETING



The person who holds the marketing portfolio will be responsible for promoting engagement with the community.

## DUTIES & RESPONSIBILITIES

1. Understand the demographics of the community and how they relate to marketing
2. Promote events, services, kiddushim, socials, etc, in a way that would engage the community.

## EXPECTATIONS

1. Workshops with Head Office



# CONNECTIONS



This person is responsible for creating intentional connections between members which will result in a stronger link to the community and positive feelings towards the synagogue.

## DUTIES & RESPONSIBILITIES

1. Familiarize oneself with the members of the community and gain an understanding of their current engagement levels.
2. Map out potential connections within the community.
3. Create multiple opportunities for those connections to be made via events, hosting, invitations to attend services together (etc.)



# OLDER MEMBER NEEDS



The person who holds the portfolio for 'older member needs' will be responsible for ensuring that the elderly have appropriate opportunities to engage in community

## DUTIES & RESPONSIBILITIES

1. Understand the needs of the elderly in the community. This can include:
2. Accessibility needs
3. Social needs
4. Intellectual needs
5. Cultural needs
6. Create programming ideas catered to the elderly
7. Report any safeguarding concerns to the designated safeguarding lead in the community

## EXPECTATIONS

1. DBS
2. Safeguarding Training



# COMMUNITY SAFEGUARDING CO-ORDINATOR



The person who holds the portfolio for 'community safeguarding coordinator' is often the first point of contact for Safeguarding concerns with your synagogue.

## DUTIES & RESPONSIBILITIES

1. Attend synagogue services and events regularly, to ensure you are accessible and approachable to members
2. Check safeguarding email at least twice a week
3. Record all concerns received and report them to US Central Safeguarding team
4. Behave in professional manner specifically with confidentiality and GDPR

## EXPECTATIONS

1. DBS
2. Safeguarding Training



# DOROT OFFICER



The person who holds the portfolio for 'Dorot Officer' is often the first point of contact for environmental concerns with your synagogue.

## DUTIES & RESPONSIBILITIES

1. Create and share green ideas to cut waste, save energy, and lower the Shul's carbon footprint.
2. Give information on eco-friendly choices for events and Shul activities.
3. Liaise with Dorot to continue to raise awareness of environmentalism from a Jewish perspective.

## EXPECTATIONS

Training provided by Dorot





## **DUTIES & RESPONSIBILITIES**

## **EXPECTATIONS**





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## **EXPECTATIONS**





## **DUTIES & RESPONSIBILITIES**

## **EXPECTATIONS**



# US COUNCIL REPRESENTATIVES



The US Council Representative acts on behalf of their community at US Council meetings.

## DUTIES & RESPONSIBILITIES

1. Attend four meetings a year. One being in person and three being online.
2. US Council have responsibility for:
  - a. Closing, opening, and merging of communities
  - b. Confirming the accounts
  - c. Approving bye-law changes
  - d. Voting for trustees
  - e. Voting for president

# BOARD OF DEPUTIES REPRESENTATIVE



## DUTIES & RESPONSIBILITIES

1. At the discretion of the Board of Deputies