

## 1200 Members

### DUTIES AS EXECUTIVE DIRECTOR

The Executive Director is the direct executive representative of the Board of Trustees in the management and operations of the Temple and is responsible for the proper business and administrative management of all aspects of the Temple's activities.

The Executive Director serves as the staff administrative officer of the Temple and shall have all necessary authority with respect to and be responsible for the implementation of all business and administrative management decisions of the officers, Board of Trustees, Senior Rabbi and committees of the Temple.

The Executive Director reports to and is subject to the direction both the President and the Rabbi of the Temple. The President and the Rabbi must be kept fully informed by the Executive Director of the day to day operations and problems, as they arise, within the Temple, as well as all major decisions, be they financial, involving personnel, involving members, or likely to have a significant effect upon the congregation, the community or the community's perception of the Temple. It is the responsibility of the Executive Director to function as focal point of communication within the Temple.

#### I. Membership

1. Whenever possible, meet all prospective and new members who come to the Temple seeking information about the Temple.
2. Acquaint all prospective and new members of the Temple with the congregation and its programs.
3. Collect and maintain a comprehensive data base on the Temple's membership.
4. Oversee the preparation and distribution of membership literature.
5. Adjust dues and other financial obligations of members under the auspices and subject to the approval of the Financial Secretary.

## II. Personnel

1. Set the standards for the performance of all non-senior staff Temple personnel.
2. Prepare and maintain an up-to-date personnel manual for the management of the administration, personnel, property and finances of the Temple.
3. Be responsible for supervising and evaluating non-clergy and non-educational personnel including hiring and firing, maintaining good personnel relations, vacations, sick leave, hours of work and other personnel practices. However, no contract of employment shall be entered into without a prior resolution of the Board of Trustees, which cannot be terminated by the Temple, at will, without cause, and all salaries and fringe benefits, including vacations and holidays, must be approved in advance by resolution of the Board of Trustees, or a committee or officer delegated the authority to make such determination on behalf of the Board of Trustees. Additionally, no contract of employment which was specifically approved by the Board, shall be terminated without the Board's prior approval. Whenever possible, no firing shall take place

without prior consultation with, and approval by, the president.

## III. Financial

1. Be responsible for maintaining all of the financial records of the Temple.
2. Work under the direction of the Treasurer and the Financial Secretary and supervise the controller and work with accountants in maintaining such books, paying all proper bills and collecting monies accruing to the Temple.
3. Review the financial standing of members to assure proper billing and payment for all dues, pledges and other monetary commitments.

## IV. Budget

1. Prepare and present the necessary figures for the budget process to the Budget and Finance Committee.

2. Establish the proper budget controls to assure that all department expenditures remain within the limits set by the budget.

## **V. Purchasing and Contracting**

1. Serve as the chief purchasing agent of the Temple, working with the committee chairs as necessary.
2. Approve all purchase orders before submission to the president, a vice president or an authorized lay leader.
3. Approve all payments for correct amount and account allocation before submitting vouchers for lay leader approval.
4. Maintain contractor records as may be required, for auditing contractor bills.
5. Review bills to assure that they are consistent with purchase orders and/or contracts.
6. Coordinate the bidding process on substantial purchases and contracts.

## **VI. Insurance**

1. Working with the Insurance Committee, assure that all requisite insurance policies are kept in force.
2. Maintain all necessary records with regard to such policies and claims made against them.
3. Immediately give due notice to the pertinent insurance carrier as soon as a notice of claim is received.
4. Maintain records of all accidents or other incidents which may result in claims.

## **VII. Scheduling**

1. Oversee the coordinating and scheduling Temple functions and meetings and the use of rooms within the Temple.
2. Coordinate major events with the Great Neck community calendar whenever possible.

### **VIII. Communications**

1. Be responsible for all outgoing and incoming communications and for the channeling of all incoming communications to the proper parties.
2. Assure that proper notice is given to all committee members of committee meetings.
3. Oversee the dissemination of all communications to members of the Board of Trustees and to congregants.

### **IX. Cemetery**

1. Supervise the sales of all cemetery plots.
2. Maintain copies of all deeds to cemetery plots and maintain records of such deeds to assure the ability to promptly determine the ownership of cemetery plots by name and by location.

### **X. Building and Grounds**

1. Supervise the maintenance, repair and cleanliness of the building grounds and other property of the Temple.
2. Establish and maintain inventory of equipment and supplies.
3. Make recommendations with regard to the purchasing of new office and other equipment as may be necessary and proper.
4. Annually file real property tax exemption forms to assure that the property used by the Temple is not placed on the tax roles of the County or village within which it is located.

### **XI. Record Keeping**

1. Maintain the minutes of the Board of Trustees and committees and arms of the Temple as such shall be provided.

2. Safeguard contracts and other congregational documents of financial, historical, religious or other significance.

3. Maintain all other significant congregational correspondence and records.

**ARTICLE V. BEST EFFORTS.**

**A.** The Executive Director shall devote his whole professional time, energy, and attention to the performance of his duties, subject at all times to the direction of the Rabbi and the president.

**B.** The Executive Director shall not engage in any activities which would conflict with his duties or obligations to the Temple or which would adversely affect the image or reputation of the Temple.