

NHC Board Member job description

The National Havurah Committee draws Board Members from leaders in the NHC community who are dedicated to the community's values, as described in "About the NHC" below, and wish to take a central role in upholding and furthering those values. While NHC staff manage day-to-day operations and programmatic support, and an active volunteer base organizes retreats, the NHC Board takes the long view – planning for the future, ensuring volunteer and financial sustainability, and setting policy. Board members also make major organizational decisions and serve as Ambassadors of the NHC in the broader world.

Each board member is a *fiduciary* of the organization. A fiduciary is a person who acts on behalf of another entity (in this case, the NHC) based on an expectation of trust between the fiduciary and the organization and that they will act based on the interests of the NHC rather than for their own gain. The board is the NHC's central decision making body. Members of the board have ultimate responsibility and accountability (including legally) for the organization's finances and governance (though NHC also has an insurance policy to protect individual board members from fiscal liability).

Board members have three duties:

1. Duty of care: Board members must actively participate in the proceedings of the board. They attend board meetings, are familiar with the operations of the NHC, and contribute to setting a strategic direction for the organization. Board members hire, oversee, and set the compensation for talented staff to operate the day-to-day activities of the NHC. The full Board elects officers of the organization (Chair, Treasurer, Secretary, and in some cases, Vice Chair) which – along with the Immediate Past Chair – comprise the Board's Executive Committee.
2. Duty of loyalty: Board members must operate in the best interest of the organization and must be involved with the NHC community. Board members may not use their position to further any personal agenda.
3. Duty of obedience: All board members are responsible (including legally) for the finances of the organization, including voting on budgetary questions over a certain amount. Board members must be generally familiar with the state and federal laws that apply to the NHC, as outlined in the Legal Responsibilities document (to be provided separately). Board members also must be familiar with the governing documents of the NHC (i.e., bylaws) and its current finances.

Financial responsibility: The primary expectation of NHC Board members is to give of their time, wisdom, judgment, energy, and talents. In addition, Board members are expected to make a personal financial contribution at an individually meaningful level. While not all Board members need to be skilled at or comfortable with fundraising, fundraising is a core responsibility of the Board as a whole. Efforts will be made to recruit some Board members who see fundraising, donor relations, and other ways to obtain funds to support the activities of the NHC as part of their roles on the Board.

Minimum time commitment: Board members are expected to commit to the normal board term, which is two years and typically runs November to November. Ongoing time commitments are: attendance at three all-day Board meetings a year - in person if possible (Spring, at Institute, Fall); approximately six scheduled board meetings a year by phone (1-2 hours in length); and engagement in email correspondence (approximately 30 minutes a week, with variability based on needs/portfolios).

Committees: In addition to these minimum expectations, Board members are also strongly encouraged to serve on or lead committees or take on specific portfolios for the Board. These portfolios may include Fundraising, Personnel, Finance, Volunteer Coordination, Public relations, Community Council liaison, or liaising with NHC weekend retreat co-chairs. Board members are also encouraged to consider running for an officer position in the organization.

About the NHC: The National Havurah Committee is a network of diverse individuals and communities dedicated to Jewish living and learning, community building, and tikkun olam (repairing the world). Since the 1970s, the NHC Summer Institute has been bringing together Jews from across North America to envision a joyful grassroots Judaism and provide the tools to help them create empowered Jewish lives and communities. The NHC is a nondenominational, multigenerational, egalitarian, and volunteer-run organization.