

## Havurah Opportunities

**Board of Directors:** (elected by the membership)

(E)President: Prepare agendas & preside over meetings, appoint committee chairs, schedule facility usage, negotiate contracts

Vice President: Assist President, sub for President, perform other duties requested by President

Recording Secretary: Record meeting minutes, be in charge of Havurah records

Corresponding Secretary: Handle board correspondence, provide written information for all publication of Havurah activities

Treasurer: Keep all financial records for Havurah, prepare reports including end-of-year statement to SCVCAI

Members-at-Large (3): -Assume responsibilities as specified by President; may include chairing major committees

**Committees,** (chair(s) appointed by President; Chair selects members of committee)

Parliamentarian

Historian

Photographer

Special Events: i.e. Rosh Hashanah Dinner, Seder, Paid-Up-Members event

Publicity: Including Webmaster and Newsletter Publisher

Caring

Nominating

Membership

Audit Committee

Hospitality

Other committees are formed as needed after Board approval.