



**Temple Sholom Sisterhood
Vancouver, Canada**

Board Job Description Manual

Last Updated: May 26, 2009



Table of Contents

Table of Contents.....	2
President.....	3
Executive Vice-President.....	6
Vice-President, Membership Development.....	8
Vice-President, Programming.....	10
Recording Secretary.....	13
Treasurer.....	16
Financial Secretary.....	20
Trustee.....	22
Chanukah Gift Pack Coordinator.....	24
Chocolate Sales Coordinator.....	26
Dress For Success Coordinator.....	28
Fall Social and Silent Auction Coordinator.....	30
Flower Sale Coordinator.....	33
Gift Shop Coordinator.....	36
Bulletin Board Coordinator.....	42
Phone Committee Coordinator.....	44
Potluck Supper Coordinator.....	46
Run For The Cure Coordinator.....	48
Scholarship Coordinator.....	50
Sisterhood Service Coordinator.....	53
Sisterhood Women’s Seder Coordinator.....	54
Email Coordinator.....	58
History Book Archiving Coordinator.....	59
YES Fund Product Coordinator.....	61

President

Job Title:	President
Job Summary:	Preside at all meetings, appoint all committee chairs, and guide the Board to set and fulfill goals of service to the Temple, the Sisterhood, Women of Reform Judaism, and the general community.
Materials Needed:	The Presidents Handbook provided by WORJ A computer for Email capability and document creation/receiving.
Skills Needed:	Ideas, enthusiasm, organizational skills and flexibility. Enough history and experience of Temple Sholom Sisterhood to be able to guide other members in their tasks.
Timing of Work:	Year Round
Hours Required:	10-20 hours per week
Special Considerations:	Must be able to travel to and from all meetings.

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Plan and prepare, with the outgoing President, for an installation service for the new Board. Select an installing officer. Old officers are officially discharged and new officers are installed. Outgoing President receives a gift or Past President's pin. The Incoming President receives the Local President's pin and gives an acceptance speech.	May or June depending on the years activities.
2.	Work with the Committee chairs to set goals, activities, programs and budgets for the coming year. This activity should be completed before the High Holy Days.	By the last meeting of the year, usually May or June
3.	Plan the agendas for the Board/Committee meetings to be held monthly, or as needed.	
4.	The Sisterhood fiscal year corresponds to the Temple's fiscal year - July 1 to June 30. With Treasurer, organize and preside at a budget meeting; assist in preparing the budget and approval of the budget as needed.	By the first meeting of the year, usually September

No.	Description of Task	When
5.	With Treasurer or Secretary, sign all cheques to meet obligations of Sisterhood. This may be done in advance.	
6.	Serve on all standing and ad hoc committees as an ex-officio (by virtue of office, with vote) member.	
7.	Preside at meetings of the general Sisterhood membership.	
8.	Attend and encourage future leaders to attend sessions such as the Sisterhood conferences (National and WFTS).	Throughout year
9.	Represent the Sisterhood at the monthly Temple Board Meetings and present reports when requested.	4 th Tuesday of each month
10.	Be the liaison between the Temple staff and the Sisterhood as needed.	
11.	Insert notices into the monthly Temple newsletter, The Shofar, and onto the Sisterhood web site. This task may be delegated to another Sisterhood Executive member if overseen by the President.	Due by 12 th of each month
12.	Submit the yearly record of Temple Sholom Sisterhood Executive information to W.O.R.J.	Summer
13.	Receive information from W.O.R.J. and disseminate to the appropriate executive or members as necessary.	Throughout year
14.	Help to develop leadership skills in executive.	Throughout year
15.	Attend District 24 Biennial at least once, either just before or during term of office.	October
16.	Assure year end files are either passed on to the next Executive/Committee member, or put into Sisterhood Filing Cabinet.	At a final meeting for year.

Resource People:

Name	Phone Number	E-mail
Judith Wolfman, Temple Sholom Executive Director	(604) 266-7190	Judith@templesholom.ca
Anne Andrew, Temple Sholom School Principal	(604) 266-7190	Templesholomschool@telus.net
Temple Sholom Administrators	(604) 266-7190	templesholom@telus.net
District 24 Director for our area – appointed every 2 years		
All Past Presidents		

Budget Information:

Income/Expense	Line Item Description	Amount
New presidents pin – biennialy		\$20
Postage – to Executive		\$50

Other Comments/Suggestions:

If convenient, a summer party at home allows the Board members to get together and socialize before starting the work of the new year.

Executive Vice-President

Job Title:	Executive Vice-President
Job Summary:	<p>Assist president as liaison with other vice presidents, as needed, and perform the duties of the President in her absence or inability to act.</p> <p>Understand all positions within the Sisterhood structure in preparation for assuming the role of President at the next term.</p>
Materials Needed:	E-mail capability.
Skills Needed:	
Timing of Work:	Year-round.
Hours Required:	5-10 hours per week
Special Considerations:	

Specific Tasks and Schedule:

No.	Description of Task	When
1.	<i>Conduct Board/Committee meetings if requested by the President and in the absence of the President.</i>	
2.	Make sure meeting notices for Board/Committee meetings are mailed in a timely manner.	
3.	Meet with President on a regular basis to discuss other concerns of the Board, and assist President as liaison with other Vice Presidents and/or committee chairs, as delegated by the President.	
4.	Attend Board/Committee meetings, and, in the absence of the President, conduct such meetings.	
5.	Assist the President in any mutually determined tasks or projects.	

Resource People:

Name	Phone Number	E-mail
Immediate Past President(s)		

Budget Information:

Income/Expense	Line Item Description	Amount
N/A		

Other Comments/Suggestions:

Should be willing to attend the District 24 Biennial convention, and to read and learn as much as possible in preparation for taking on the role of President.

Vice-President, Membership Development

Job Title:	Vice President Membership
Job Summary:	Lead a committee that will consist of a Membership Secretary, Telephone Tree Coordinator, and other members as required to conduct the business of finding or renewing Sisterhood members, keeping the information accurate and being the contact between the Executive and the Sisterhood members.
Materials Needed:	Computer capability.
Skills Needed:	Understand how to create and use Excel spreadsheets that contain the membership information and phoning lists.
Timing of Work:	Flexible and as required. Heaviest responsibilities from August to October as people renew or sign up their memberships.
Hours Required:	Average of 2-3 per week.
Special Considerations:	

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Form a committee that will consist of a Membership Secretary, Telephone Tree Coordinator, and other committee members as required. If the required committee members have not been assembled during the change of officers bi-annually, ask other Sisterhood members to join the committee.	<i>June to August</i>
2.	Work with the committee to set goals for the year in terms of membership renewals and new memberships and establish ways to achieve the goals.	<i>June to August</i>
3.	Work with the committee to reach out and recognize existing members in some way each year – a special function and/or newsletter.	As decided by committee
4.	Assure that the telephone tree lists and phone lists are kept current by the coordinator and secretary.	monthly
5.	Oversee the gift and information package that is given to new Temple members, or to be given to New-To-Sisterhood	monthly

No.	Description of Task	When
	members.	
6.	Acknowledge New-To-Sisterhood members by putting notice in Shofar each month.	monthly
7.	Be aware and inform other chairs of Sisterhood committees of members that may wish to be involved in Sisterhood activities.	

Resource People:

Name	Phone Number	E-mail
Sara Ciacci (will phone for renewals)	604-325-4810	sciacci@shaw.net
Marian Dewitt (Telephone Tree Coordinator)	604-731-4766	n/a
Jackie Kemeny (Membership Secretary)	604-737-9869	Jaquito@paralynx.com

Budget Information:

Income/Expense	Line Item Description	Amount
Expense	New Temple Member Gifts (Shabbat candles/holders)	\$5 per person – approximately 30-40 new Members per year = \$200
Expense	Postage (for Newsletter mailing)	125x 48c = \$60

Vice-President, Programming

Job Title:	Vice President, Programming
Job Summary:	Planning, coordination, and implementation of programs and education for the Sisterhood year
Materials Needed:	home office supplies, such as telephone, writing materials, etc.
Timing of Work:	Year-round
Approximate Time Requirements:	15 hours/month
Special Considerations:	None

Specific Tasks and Schedule

No.	Description of Task
1.	Attend Executive Committee and Board meetings to report on the past and upcoming events in the areas of programming and education.
2.	<u>Programming Tasks</u>
2A	Plan the calendar of 6 or more programs for the year. Coordinate with the VP of Membership for planning the Paid-up Membership event. Any appropriate day and time can be selected for a Sisterhood meeting or program.
2B	Clear dates and events with the Sisterhood Executive Committee and TBS Executive Director. Make sure no Temple programs conflict in type, date, or time.
2C	Calendar program dates on the Temple calendar. Specify the location (social hall, board room, etc.) of event.
2D	Designate, and remain in contact with each event's:
	<ol style="list-style-type: none"> 1. Food chairperson. Prepare 4 copies of the Facility Form (1 for custodian box, 1 for TBS Exec. Director, 1 for Sisterhood President, 1 for your records). Coordinate setup, decorations, paper goods, meal preparation, beverage service, cleanup. 2. Publicity person. Advise Corresponding/Communication Secretary of all mailings to be sent to committee members about committee meetings. Place a "save-the-date" notice in Shabbat service program by contacting Rabbi's secretary several weeks prior to the event. Place flyer in Bulletin to advise all congregants of upcoming events. Check with TBS Activities director about deadlines. Send a separate bulk mailing with complete information to all Sisterhood members at least 2-3 weeks prior to event

No.	Description of Task
	(obtain labels and information from TBS office). Give copy of all mailings to Historian. 3. Guest speaker/entertainer. Double check time, date, topic, and bio, if appropriate
2E	Attempt to have all reservations pre-paid.
2F	Decide whether child care will be available. If so, check with TBS Executive Director for a room, hire a child care provider, and advertise in all mailings that child care will be available (and the cost, if any)
2G	Invite Rabbi and Cantor as guests of Sisterhood. Ask either of them to lead a hamotzi.
2H	Welcome guests and collect fees.
2I	Make opening statement of welcome. Announce leader of hamotzi.
2J	Serve/coordinate service of meal.
2K	Introduce guest speaker/entertainer.
2L	Thank everyone in attendance and speaker/entertainer.
2M	Submit all monies collected and receipts for reimbursable items to Treasurer.
2N	Write thank-you notes to tall who assisted.
2O	Complete the income and expense statement for event. Record all income and costs, and retain for reference.
2P	Delegate a photographer for event to take pictures and produce 2 copies (one for the Historian, one for file).
3	<u>Education Tasks</u>
3A	Provide liaison between Education Committee chairs and Executive Committee. Advise and supervise chairs, as needed. Consult with Executive VP and President, as needed.
3B	Develop educational programs as needed throughout the year, depending on the current situation and "hot topics" as they happen or present themselves. For example, after the 1994 Northridge earthquake, an Earthquake Preparedness program was sponsored.

Resource People:

Name	Phone Number	E-mail
Activity Director, Rabbi's Secretary, TBS Executive Director, Office Clerk	771-9229 (TBS)	
Julie Rubenstein	692-9567	
Sandy Spitzer	261-9927	

Budget Needed: Yes, program income and expense line item should balance to net zero.

Other Comments/Suggestions:

Recording Secretary

Job Title:	Recording Secretary
Job Summary:	Attend Executive and Board meetings, record proceedings and keep records.
Materials Needed:	For each meeting: Notepad and pen and bring record book. Otherwise: computer with word program and email, a copy of the current membership list (for addresses and email addresses), envelopes and stamps for mailing copies of minutes. Access to a photocopier (use Temple copier if necessary).
Skills Needed:	Ability to type and use a computer, including email.
Timing of Work:	One Executive/Board meeting per month. Do minutes within one week to 10 days of a meeting.
Hours Required:	Each Executive/Board meeting, including travel time, is about 3 to 3 ½ hours on a weekday evening. Preparing the minutes and sending them out by email and mail is about another 2 – 3 hours per month. Record keeping is an extra 2 hours per month on average.
Special Considerations:	None.

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Attend all meetings of the Executive Committee and the Board and at those meetings: (a) (prior to start of meeting) hand out copies of minutes of prior meeting (for those who would not have received them by email); (b) record the names of those persons present at meeting; (c) record the names of those persons who sent regrets; (d) record the date, time and place of the meeting; (e) record the name of the chairperson and the secretary of the meeting; (f) record the proceedings at the meetings, including the specific wording of any motion passed at the meeting including the names of those persons who moved and seconded the motion and whether the motion was passed by a show of hands. Record all other decisions, and items at the meeting, using the agenda as a	

No.	Description of Task	When
	guideline. When a motion is proposed at a meeting, ensure you get clear and correct wording of the motion.	
2.	Prepare the minutes of the meeting. Email the minutes to all members of the Executive Committee or Board, including those who were not present at the meeting. Mail copies of the minutes of the meeting to those who could not be present. If you do not have immediate access to a photocopier, this can be done at the Temple office.	
3.	Note any amendments to the minutes made at the next Executive or Board meeting and correct the minutes.	
4.	Place final minutes in the Sisterhood Record Book under “minutes” tab in chronological order.	
5.	Maintain Sisterhood Record Book, being a three ring binder containing: (a) minutes of executive and board meetings; (b) copies of important handouts received at the meetings, including Treasurer’s Report, Budgets, Calendars of Events; (c) copy of the Sisterhood page from each Shofar; (d) copy of constitution and bylaws, if any, and all amendments; (e) register of Sisterhood executive members by calendar year; (f) list of sisterhood members, from time to time.	
6.	Assist the President with the Agenda for the next meeting, if requested.	
7.	Assist members of the Executive Committee and the Board in locating prior resolutions, or important matters recorded in prior minutes.	

Resource People:

Name	Phone Number	E-mail
Donna Ornstein	604-266-1684	dornstein@telus.net

Budget Information:

Income/Expense	Line Item Description	Amount
Expense	Stamps	About \$2.00 to \$3.00 per month
Expense	Record Book	Cost of a 3" binder if expansion is required – about \$10

Other Comments/Suggestions: None

Treasurer

Job Title:	Treasurer
Job Summary:	Maintain Sisterhood bank account and financial records. Oversee collection and payment of income and expenses.
Materials Needed:	Banking supplies, income/expense files, cash box and float. Computer and accounting software AND/OR ledger. Income/expense vouchers. Calculator and stapler.
Skills Needed:	Bookkeeping, math aptitude, computer spreadsheet or accounting skills, basic organizational skills.
Timing of Work:	Before Sisterhood meetings and as needed.
Hours Required:	Minimum 4 hours/month plus event accounting.
Special Considerations:	?

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Receive income and pay expenses. Coordinate cheque signing with President or Secretary for second signature.	1/month or as needed
2.	Record income and expenses.	1/month or as needed
3.	Reconcile bank statement.	1/month or as needed
4.	Prepare financial report for meetings.	1/month or as needed
5.	Attend Board meetings and present Treasurer's report.	1/month or as needed
6.	Maintain cash box for cash income at events.	As needed
7.	Maintain paid-up Sisterhood membership list and note month in which dues are paid	As needed
8.	Coordinate income, expense, and Sisterhood dues accounting with Temple Sholom accounting office	Quarterly or as needed

Resource People:

Name	Phone Number	E-mail
Marie Henry	(604) 438-4753	mhenry@edc.ca

Budget Information:

Income/Expense	Line Item Description	Amount
See enclosed excel file "Budget Items"		?????

Other Comments/Suggestions:

- 1) Income and expense vouchers to become standard procedure
- 2) Budget committee to be formed to provide fiscal guidance
- 3) Prepare schedule of routine income and expenses

Budget Line Items:

Temple Sholom Sisterhood 2002 - 2003	
Budget Line Items	
<u>Income Categories</u>	<u>Expense Categories</u>
Bring-n-Buy Auction Revenue	Accounts Receivable
Chocolates Sales	Archiving History Expense
Donations Received & Miscellaneous Revenues	Babysitting Expense - High Holy Days
Dues Received from Members	B'nai Mitzvah Gifts - Expense (Sisterhood portion)
Fall Ball Revenues	Chanukah Gift Packs Expenses
Flower Sale Revenues	Children's Hospital Oncology Donation
Gift Shop Revenues	Chocolates Expense
Homes for Hope Pins Revenue	Donations - Asteh House, Nes Sara, Chair Fund
Interest Earned - Bank Accounts	Fall Ball Expenses
Opening & Closing Event Revenues 2002-2003	Flowers and Gifts Expenses
Revenues Retained from Previous Years	Flower Sale Expenses
Seder Workshop Revenues	Homes for Hope Pins Expenses
Sisterhood Service and Shabbaton Donations Received	Israel Relief Fund Donation
Yes Fund Card Sales	Kitchen Aid Mixer Expense
	Levy Children Trust Fund Expense
	New Temple Members Welcome Gift Expenses
	Opening & Closing Event Expense
	Opening/Closing Meetings Expenses 2002-2003
	Office, Postage and Stationery Expenses
	Pot Luck Suppers Expense
	Poverty Forum Expense
	Scholarship Expense 2002
	Seder Workshop Expenses
	Service Charges - Bank
	Sisterhood Service and Shabbaton Expenses
	Torat Nashim Project Expense
	WFTS Dues Paid
	WFTS District Conference Expenses
	WORJ Dues Paid
	WORJ Supplies & Pins Expense

	WORJ - Yes Fund Cards Expense
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Financial Secretary

Job Title:	Financial Secretary
Job Summary:	Receives membership payments and keeps membership records updated.
Materials Needed:	<ul style="list-style-type: none"> • Membership records for the past 3 years if possible • Computer to receive email and keep spreadsheet • Blank Expense and Income vouchers
Skills Needed:	Record keeping – rapport with Temple office
Timing of Work:	Year-round...with some ongoing upkeep
Hours Required:	Less than 1 hour a week on average
Special Considerations:	

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Be an ambassador for Sisterhood by promoting it and its affairs whenever possible.	
2.	Attend the general monthly meetings whenever possible, or specifically when a report of your activities is needed.	
3.	Receive membership dues directly by mail or in person	Ongoing
4.	Submit monies received directly to the Sisterhood Treasurer using a voucher for reporting income.	Monthly or as necessary
5.	Receive membership dues information directly from Temple Sholom bookkeeper	Ongoing
6.	Keep an accurate electronic file of all memberships paid	Ongoing
7.	Be prepared to work with Membership Committee to send out notices or letters to un-renewed memberships	November or December?
8.	Be knowledgeable about all report forms, schedules and systems relating to membership record keeping	Ongoing
9.	Inform President and officers of membership trends within the group	As trends change
10.	Use approved system to assure that membership dues are paid annually	
11.	Be prepared to provide an up-to-date membership list to any committee that needs it	Ongoing
12.	Be able to provide an up-to-date list, preferably electronically, and complete the submission forms for the annual dues to be paid to both the national and district	Usually in January each year

No.	Description of Task	When
	sectors of WORJ by the Treasurer	
13.	Forward any new email addresses to the email Coordinator on a timely basis	Ongoing

Resource People:

Name	Phone Number	E-mail
Jaqueline Kemeny, Email Coor.	604-737-9869	membership@kemeny.ca
Maryellen Polikoff, Treasurer	604-522-8708	polymer@shaw.ca

Budget Information:

Income/Expense	Line Item Description	Amount
<i>Enter Income or Expense</i>	<i>Enter description of item</i>	<i>Enter amount budgeted in year</i>
<i>Enter Income or Expense</i>	<i>Enter description of item</i>	<i>Enter amount budgeted in year</i>

Other Comments/Suggestions:

Add any other information you think might be helpful to a new person doing this role.

Trustee

Job Title:	Trustee
Job Summary:	Responsibilities are unspecific but the member at large is requested to attend the general meetings on a regular basis and to be of assistance when possible by volunteering to work with committees.
Materials Needed:	n/a
Skills Needed:	Enthusiasm
Timing of Work:	Unknown, depends upon committees volunteered for
Hours Required:	Unknown, depends upon committees volunteered for
Special Considerations:	

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Be an ambassador for Sisterhood by promoting it and its affairs whenever possible.	
2.	Attend the general monthly meetings whenever possible, or specifically when a report of your activities is needed.	
3.	Serve as a member of the Executive Board (EB)	
4.	Become knowledgeable of all WORJ and Temple Shalom Sisterhood goals and procedures	
5.	Chair ad hoc committees at the discretion of the President	
6.	Serve on at least one (1) Standing Committee	
7.	Submit a report on activities at end of term	
8.	Trustees shall be elected for a 2 year term, 3 to be elected on even years and 3 to be elected on odd years	
9.	A Board Member who absents herself from three regular consecutive Board meetings, except for excusable cause, shall be automatically dropped from the Sisterhood Board. Notice to this effect shall be sent to her by the Secretary after the second consecutive unexcused absence.	
10.		

Resource People:

Name	Phone Number	E-mail
Marie Henry, President	(604)438-4853	marie.henry@telus.net
Gayda Coblin, Immediate Past President	(604)327-8038	kbcoblin@telus.net
Sara Ciacci, Past President	(604)325-4810	sciacci@shaw.ca

Budget Information:

Income/Expense	Line Item Description	Amount

Other Comments/Suggestions:

Add any other information you think might be helpful to a new person doing this role.

Chanukah Gift Pack Coordinator

Job Title:	Chanukah Gift Pack Coordinator
Job Summary:	Preparation, mailing Chanukah gift packets to Temple member-students who are out of town.
Materials Needed:	Chanukiah, potato pancake mix, dreidel, chocolate gelt, candles, prayer, tissue paper, boxes, tape, mailing paper, gift card.
Skills Needed:	Organization.
Timing of Work:	August to December, yearly, depending on Chanukah date
Hours Required:	Approximately 10 total, 1 hour monthly until wrapping and mailing, when more is required in one month.
Special Considerations:	Coordinator must be available to pack, wrap, mail packages approximately two weeks before Chanukah.

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Clarify if any supplies left from previous year Order estimated quantities from Temple Sholom gift shop	Late August
2.	Send in announcement for Shofar, encouraging submission of students' names, addresses (twice)	Early September Early October
3.	Arrange for packing "committee" volunteers (2-3 in addition to coordinator)	October
4.	Pick up potato pancake mix from Kaplan's, which offered Temple Sholom a discount	Early November
5.	Pack and mail packages; approximately 5 hours	November
6.	Submit report to Sisterhood, itemizing student names, locations Submit expense record to the Sisterhood Treasurer	December

Resource People:

Name	Phone Number	E-mail
Shirley Cohn	604-433-2337	cohn@sfu.ca
Gayda Coblin	604-327-8038	kbcoblin@telus.net
Beverly Kort	604-263-0995	bkort4@shaw.ca

Budget Information:

Income/Expense	Line Item Description	Amount
Expense	Supplies, mailing	Approximately \$23 per package depending on mailing costs

Other Comments/Suggestions: None

Chocolate Sales Coordinator

Job Title:	Chocolate Sales Coordinator
Job Summary:	Coordinate the ordering and sales of chocolates in coordination with flower sale in May (Mothers' Day) and in December for Chanukah.
Materials Needed:	Computer and email
Skills Needed:	Ability to use email Ability to create order forms Organizational skills
Timing of Work:	January to place order December and May to coordinate distribution
Hours Required:	2-3 hours to place order and create order forms Time for distribution in December and May
Special Considerations:	The order comes to Temple to be stored and so the Temple must be advised of a parcel arriving.

Specific Tasks and Schedule:

No.	Description of Task	When
1.	All orders for the entire year must be placed in January in order to get a special price the company reserves for charities. Order total amount for Chanukah and Mothers' Day. In 2003 we ordered 200g/7 oz./non cream/kosher chocolates at \$4 per unit. 150 units to be received approximately April 1 in a Mothers' Day (flowers) style wrapping (order to arrive early for pre-selling). Additional 150 units to be received approximately December 1 in a wrapping appropriate for Chanuka (i.e., not Christmas wrapping). Note: Try not to add to order after it is shipped as additional shipping charges will occur. Units are ordered in multiples of 24.	January
2.	Confirm with supplier, at the time of placing the order, the price, number of units, and type of chocolates.	January

No.	Description of Task	When
3.	Create order form and deliver to Temple office in time for the March 15 Shofar (or when the flower sale flyer goes in), and for the October 15 Shofar (for the Chanukah sales).	Early March Early October
4.	Arrange for Pick-up by purchasers. (Coordinate with flower sale and select an appropriate time in December with the Temple office).	Early March Early October
5.	Oversee the Pick-up process. Collect payment. Prepare records for treasurer of number of units purchased, cost of units plus delivery, and number of units sold, revenue per unit.	December May
6.	Pay supplier for chocolates purchased, within 30 days of delivery to the Temple. The bill is set as a packing slip with the chocolates.	Late April Late December

Resource People:

Name	Phone Number	E-mail
Gerson Vineberg (vendor)		gerson@gmvchoc.com

Budget Information:

Income/Expense	Line Item Description	Amount
Income -- May	\$8 per unit, 144 units	\$1200
Income -- December	\$8 per unit, 144 units	\$1200
Expense -- April	\$4 per unit + shipping	\$600 + shipping
Expense -- December	\$4 per unit + shipping	\$600 + shipping

Other Comments/Suggestions:

Dress For Success Coordinator

Job Title:	Dress For Success Coordinator
Job Summary:	To co-ordinate the collection and delivery of clothing for Dress for Success. To co-ordinate volunteers to work at DFS on the last Wednesday morning of each month (or at another time agreed to by Temple Sholom Sisterhood).
Materials Needed:	Clothes rack set up in the Temple Sholom garage for the collection of clothing for DFS.
Skills Needed:	Ability to organize volunteers, and keep them involved. Ability to work with a variety of clients at DFS.
Timing of Work:	Year round.
Hours Required:	One to two hours per month to co-ordinate volunteers and carpool, and to put publicity in the Shofar. Once or twice a month to bring clothing to DFS, or co-ordinate other volunteers to do so. Often this can be done at the same time as a group of volunteers are going to DFS for our regular scheduled work time. To work at DFS for a shift requires 4 to 5 hours. A bonus is the group of volunteers usually goes out for lunch!
Special Considerations:	Volunteers may wish to become involved with DFS over and above the obligation undertaken by Temple Sholom Sisterhood. These opportunities come up regularly and are not considered when determining time required.

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Arrange for publicity/article in the Shofar if desired.	By the 12th of the month.
2.	Call/email volunteers to see who will be available to work on the last Wednesday of the month.	2 weeks before our work day.
3.	Call/email DFS coordinator to see what the schedule is for our work day.	1 week before our work day.
4.	Pick up clothing that has been left for DFS at Temple.	Day or so before our work day.
5.	Confirm with the DFS coordinator the number of clients expected on Wednesday, and the number of volunteers available.	Day before our work day.

Resource People:

Name	Phone Number	E-mail
Deborah Twocock	604-408-7923	debtwocock@yahoo.ca

Budget Information:

Income/Expense	Line Item Description	Amount
None required.		

Other Comments/Suggestions:

The coordinator is not required to attend all DFS days. We must retain a list of volunteers with more than the number required for a particular day, as there are always some who are unable to make it. I think it is more important to give the volunteers a chance to go each month, and for the coordinator to go as required. A carpool for some of the volunteers works very well, leaving the Oakridge Centre, or another mutually decided location. We do not get reimbursed for parking expenses downtown.

Fall Social and Silent Auction Coordinator

Job Title:	Fall Ball Coordinator
Job Summary:	Assemble and lead a committee to plan and coordinate the Fall Ball, including timing, band, ticket sales, raffle &/or silent auction, decorations, food, set-up and take-down, kitchen help.
Materials Needed:	Advertising flyers Letters for donations
Skills Needed:	Work well with others to get their help Someone to do computer work for raffle &/or silent auction and flyers.
Timing of Work:	Preparations start with selecting date and booking band (in coordination with Temple office) about one year in advance.
Hours Required:	Hectic in last month for a few people.
Special Considerations:	This will not be successful unless many people attend – requires access to contact information for temple members, singles clubs. Temple members should be encouraged to bring friends.

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Book band to coordinate with Temple dates.	ASAP as dates get taken (one year in advance if possible).
2.	Create committee and meet decide on cost per ticket, if raffle etc. is happening, desserts, etc.	Before summer
3.	Start collecting items. Appoint someone to get donation of desserts etc.	Whenever
4.	Print tickets and distribute to ticket sellers and to Temple office.	1 ½ months before event

No.	Description of Task	When
5.	All donations for raffle/silent auction/desserts etc. should be in place.	1-2 weeks before event
6.	Advertise event in Shofar. Put up flyers pre-sell tickets to different groups (singles?).	2 months before event
7.	Use telephone tree to contact Temple members.	1 month before event
8.	Finalize layout, decorations, kitchen help.	2 weeks before event
9.	Establish set-up team, welcome/ticket taking team, clear-up team.	2 weeks before event
10.	Set-up (have fun), Party (have fun), Clear-up (have fun)	Day of event
11.	Prepare final financial report for Treasurer, arrange payments for purchases made in connection with the event.	One to two weeks after event
12.	Arrange for someone to write thank you letters to donors.	1-2 weeks after event
13.	Coordinator should write thank you letters to her committee and place a thank you in shofar.	ASAP after event

Resource People:

Name	Phone Number	E-mail
Phyllis Lewis	604-263-8833	
Gayda Coblin	604-327-8038	kbcoblin@telus.net

Budget Information:

Income/Expense	Line Item Description	Amount
Expense	Ticket printing	\$75
	Security and Kitchen help	Check with Temple office
	Band	\$650
	Miscellaneous	\$150-250
Income	Ticket Sales	\$18/person
	Raffle	Variable
	Silent Auction	Variable

Other Comments/Suggestions:

Raffle should be limited to a few good/popular items. Tickets are priced at 1 for \$2, 3 for \$5, or double arms length for \$20.

Silent auction – restaurants are the best items as nearly the full price is realized. Certificates for services or restaurants should be photocopied for display at the Silent Auction.

A small committee is best but additional help is needed for selling tickets, getting donations, decorating and setting up the day of the event.

At \$18/person, we need 55 people to make basic expenses excepting security and kitchen help. Therefore a more realistic break even is 70 people at the event. The Raffle and Silent auction are extra income producing.

Be sure to check the Temple Sholom Sisterhood event preparation checklist and guide (in this manual).

Keep costs down by getting as much donated as possible.

Flower Sale Coordinator

Job Title:	Flower Sale Coordinator
Job Summary:	Arrange (personal visit recommended) with greenhouse to supply hanging baskets, bedding plants, etc. Prepare and distribute order forms (included with the Shofar). Collect order forms, determine order, and place order with greenhouse. Prepare envelopes containing individual order form, Popsicle stick with customer's name for each item purchased by that customer, and Sisterhood "Thank You". Receive and sort plants at Temple parking lot the afternoon before the sale. Distribute product the day of the sale.
Materials Needed:	Paper for printing order form and Popsicle sticks for labeling orders. Otherwise, no special materials are required although access to a computer is useful for preparing and adapting the order form from year to year.
Skills Needed:	Good organizational and record keeping skills. It would be helpful but not essential if the person has some knowledge of plants.
Timing of Work:	Runs from mid January till Mothers' Day
Hours Required:	Perhaps 10 – 12 in total
Special Considerations:	5 or 6 volunteers are required on the Saturday afternoon of delivery to help with sorting. 2 – 3 volunteers are needed for Sunday morning customer pickup.

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Contact and visit greenhouse to insure supply and to establish delivery time	<i>Early January</i>
2.	Prepare order form for insertion with March Shofar	Must be completed by Shofar deadline – usually Feb 12
3.	Collect order forms and money Arrange for volunteers for delivery and pick up days	March
4.	Compile order* and place in person with the greenhouse *Be very careful to ensure that the order is correct and balances with funds collected	Early April
5.	Check with greenhouse to confirm all is well	Late April
6.	<p>Prepare “Popsicle sticks” with customer’s name – one stick for each item ordered. Enclose these sticks, order form for each customer, and Sisterhood “Thank You” in an envelope with Customer’s name on the outside. Arrange these envelopes alphabetically for ease of sorting on delivery day. Prepare alphabetical 8 inch x 11 inch grouping signs i.e. A – C, D - F, etc for posting on parking lot wall to facilitate sorting on delivery day.</p> <p>Saturday - On delivery day, trouble shoot to insure delivery is correct. Unload and sort initially according to flower type. Helpers then fill individual orders, placing a Popsicle stick in each item. Completely filled order, order form, and Sisterhood thank you for each customer are placed under appropriate alphabetical sign. As a final check, someone who knows plants well should quickly verify that each order is correctly filled.</p> <p>Sunday – Pick up – 9am – noon. 2 – 3 people must be in the parking lot to give customers their orders. Do a final check of the order at this time.</p>	<p>Prepare Popsicle sticks as orders are submitted – or any time before delivery day.</p> <p>Delivery Day</p> <p>Customer Pick Up Day</p>

Resource People:

Name	Phone Number	E-mail
Lawrence's Greenhouse, 8840 Patterson Road, Richmond, B.C. V6X 1P6	604 – 278 – 4316	
Gayda Coblin	604 – 327 – 8038	kbcoblin@telus.net
Gisa Laslo	604 - 244 – 0052	

Budget Information:

Income/Expense	Line Item Description	Amount
Expense	Expenses: paper for printing order forms, Popsicle sticks	Minimal – often we have enough paper on hand from another project. We have on hand a supply of Popsicle sticks.
Expense	Wholesale cost of flowers	Fluctuates from year to year
Income less expenses		Income varies but usually around \$1000.

Other Comments/Suggestions:

Our profit is usually well in excess of \$1000.00. People are used to ordering from us so this is not a “hard sell”. Our greenhouse provides excellent product and the owners are very obliging.

Gift Shop Coordinator

HOURS OF OPERATION ARE 9:30 A.M. TO NOON ON SUNDAYS WHEN
RELIGIOUS SCHOOL IS IN SESSION

OPENING

1. Enter back door of shop through the office. Open the counter drawer (either Joan Fader or Sara Ciacci have keys). If not, there is an extra set of keys in the lock box in Judith Wolfman's office.
2. Get cash register key (single, long silver key) from drawer and insert in top right hand lock of cash register. Turn once to the right to the RG setting.
3. Turn motion sensor on - to right side. It is above the office door on the right hand side.
4. Remove second phone from under the cabinet. If you have any questions you can use it to call either Marion or Bente. Press the Memory button first and then one of the buttons with their names on it.
5. Marion usually leaves a note in the drawer so make sure you read it before starting. Take notebook out and leave on counter to record all your sales.
6. We are all to wear the " I am a Sisterhood Volunteer" button while working in the shop. They are in the top drawer where the keys are.
7. There is a gift shop sandwich board in the garage that can be put outside on the street so that pedestrians and/or cars can see it. Some of us like to put it out and others don't (for security reasons). If you are OK with it, then put it out and take it in on your way out.
8. Familiarize yourself with all of the items for sale in the shop. Look in every cupboard, on shelves and cabinets when you have the time so that you'll know where everything is. This is one of the first things that you should do each Sunday.

SALES

1. Every item sold should be recorded in the notebook.
 - Note item, code, size, colour and price.
 - If multiple numbers of an item are bought, just record the number and the single price for one item.
 - Marion will tabulate the total from the cash receipts on Monday.
2. **All Red Dot Items** - ring in under the Yerushalem button (next to #9) on cash register, regardless of the item. This does not include red dot items from sale section at the back.
3. When selling a red dot item, keep the tag in the specially provided box in the drawer.
4. All Ahava products are rung in on the cash register with their own button (upper right).
5. Any item that has a code such as a Kiddush cup or mezuzah, please write it in the notebook next to the item so Marion will know what to replace or re-order.
6. There are **no cash refunds** only exchanges or credit notes.
 - Try and have the customer return the item during regular shop hours during the week. 10 a.m. to 4 p.m. Monday to Thursday and 10 a.m. to 3 p.m. on Fridays.
 - If this is not possible, take the item from them and right them a credit note on a receipt pad kept in the drawer. A duplicate copy should be left for Marion.
7. The talit that are in the showcase are for display purposes only.
 - There are boxed ones in the right hand lower wooden cupboards. Take one from there. All the boxes are marked with the colour and size.
 - There are one or two talit that are one of a kind, so you may not find a duplicate in the cupboard, so you can sell the one from the glass cabinet.
8. There is a gift registry in a blue binder. It is kept on the shelf below the cash register. All the bar/bat mitzvah kids have a list of items that they would like from the gift shop. If someone buys something from this list, please make sure to cross it off.

9. Purchases that are Sisterhood related- i.e. Homes for Hopes pins or YES fund cards are not rung through the cash register. There are envelopes in the cash register for the cheques or cash. You can't accept a credit card purchase for these but you can accept a debit card.

10. Gift certificates are available for purchase. They are kept in the drawer.
 - Write in the name and the \$ amount on the certificate.
 - Ring into the register and then punch the gift certificate button. This way, no tax will be added on to the purchase.
 - Make a duplicate copy and leave in the drawer as Marion needs to have a record.

11. Gift boxes for jewelry are on the back of the shelf underneath the cash register.
 - Empty boxes for seder plates and other items are generally found in the large (ceiling to floor) cupboard.
 - Boxes for the mezuzahs are kept in the cupboard underneath where they are.

12. Free gift wrap is available if you have the time. There are a few rolls of wrapping paper in the large cupboard.

USING THE CASH REGISTER

1. Single item-
 - punch in the amount, then category (i.e. cards, candy, candles, Judaica, misc. etc.),
 - then sub-total, which will show the cost of the item plus taxes.
 - Punch key for type of payment-cash, Visa, MasterCard. Interac cards are the same as cash.

2. For multiples of a single item
 - punch the number of items purchased then the (X) button then the price
 - then continue as above.

3. To punch in several different items for one purchase
 - Punch items price, then category,
 - next item and category or multiples of that item,
 - repeat until all sales have been entered.
 - Press sub-total and method of payment as above.

4. Unless exact change is offered, ALWAYS ring in the amount of money tendered before pressing cash. This will tell you how much change to give back.

5. Credit Card payments:
 - Ring up the sale on the cash register to achieve the total amount but don't enter the kind of credit card yet. Process the credit card to the point where the sale has been approved and accepted - then punch the kind of card on the cash register to complete the sale and get a cash register receipt.
 - Swipe card first in the credit card processor and wait for the instructions.
 - Enter the last 5 digits of the card and press enter.
 - Punch the total amount of the sale as shown on the sale slip from the cash register and then press enter.
 - Remove the credit slip from the machine and get the customer to sign it.
 - The customer gets the yellow copy plus the cash register receipt and their credit card.
 - Put the white copy in the right hand part of the cash tray.

6. If an item is to be discounted i.e. 10% off –
 - punch in the price and then the category.
 - Then push % button (will show amount saved).
 - If more than one item is to be discounted, ring in all the items first, press sub-total and then the amount discounted.
 - You can then continue with non-discounted items if there are any.

7. Cheques will be accepted only for the exact amount of the sale. If customer is not known, you can request picture I.D. Make sure their phone number is also on the cheque.

8. Interac or debit cards
 - Swipe the same way as a credit card.
 - Wait for approval first before pushing cash on the register.
 - Enter the amount and give the customer the touch pad so they can enter their PIN number.
 - When transaction is finished and the receipt is issued, give the customer the yellow copy as well as the white cash register receipt.
 - Put the white copy in the cash register tray.

9. If you make a cash register mistake and can't correct it,
 - finish the transaction on the cash register
 - remove the slip and write error on it and put in the cash register drawer and Marion will correct the next day.
 - Start over again.

10. To sell a copy of the Jewish Western Bulletin, see the sign on the cash register. Punch in the price before taxes and the register will calculate the tax so it comes out to \$1.00.

CLOSING

- 1.** Make sure all the cabinets and doors are locked.
- 2.** Put sales book, pens and calculator in the drawer and then lock it.
- 3.** Return key to the lock box in Judith's office.
- 4.** Take any plates, cups to the kitchen and empty garage into the larger garbage can in the kitchen.
- 5.** Set motion detector back to Auto-middle setting.
- 6.** Turn off both light switches.
- 7.** Close hallway door.

MISCELLANEOUS

- Do not use the sales book to leave messages for Marion. Clip separate note to the sales book at the end of the morning.
- The shop will no longer sell bubble gum to the religious school kids. The Youth Group is selling it as a fundraiser, and they can buy it from their snack table upstairs.
- The students are no longer allowed to wander into the shop on Sunday morning unless accompanied by one of their parents. Their teachers have spoken to them about it but if some of them do come into the shop during recess, a gentle reminder may be needed.
- Please discourage people from going through the shop to get to the kitchen unless the social hall is in use for meetings.

Bulletin Board Coordinator

Job Title:	Bulletin Board Coordinator
Job Summary:	Preparing and maintaining displays of announcements for forthcoming events and relevant flyers in designated locations within the Synagogue.
Materials Needed:	Flyers, self-made notices, bulletin board pins and “stick up”. NOTE: never use anything that will damage walls etc.
Skills Needed:	Just a willingness to help.
Timing of Work:	Irregular, as needed.
Hours Required:	Just a few moments here and there.
Special Considerations:	You’ll want to be someone who enjoys keeping up on what’s happening in terms of community events.

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Gather flyers, and prepare notices.	As appropriate
2.	Post on the following locations: <ul style="list-style-type: none"> <input type="checkbox"/> Basement notice board <input type="checkbox"/> In basement toilet (and on outside door of mens’ toilet when relevant) <input type="checkbox"/> Bottom of staircase when relevant <input type="checkbox"/> Foyer notice board <input type="checkbox"/> Outside of shop “window” when relevant 	
3.	Periodically review and keep sites tidy and up-to-date.	Bi-weekly

Resource People:

Name	Phone Number	E-mail

Budget Information:

Income/Expense	Line Item Description	Amount
None		

Other Comments/Suggestions:

Sisterhood has an on-going arrangement with Temple office staff regarding use of sites mentioned. Anything else should be checked with the front office first.

Phone Committee Coordinator

Job Title:	Phone Committee Coordinator
Job Summary:	<input type="checkbox"/> Coordinate telephone tree <input type="checkbox"/> Contact “Phoners” with full details of message to be delivered
Materials Needed:	<input type="checkbox"/> Updated telephone list <input type="checkbox"/> Full program details
Skills Needed:	<input type="checkbox"/> Telephone skills <input type="checkbox"/> Ability to coach on telephone skills
Timing of Work:	Prior to each meeting
Hours Required:	Two hours per meeting
Special Considerations:	Pleasant telephone manner and reliability are very important in this job.

Specific Tasks and Schedule:

No.	Description of Task	When
1.	From the current membership lists, break up the names into groups of 10 names for each of the callers.	Start of year
2.	Contact callers and give them the number of lists they will take (some will take 2 lists).	Start of year
3.	Call the callers and ask them to call their lists with the information you have been given from the relevant committee chair.	When contacted by committee chairs
4.	Phone back to chair to advise that calls have been made.	After checking with callers.
5.	When new members join Sisterhood, create new list of 10 rather than redistribute lists for each calling session. Find a caller to take on the new list.	Periodically when Membership Record-keeping Coordinator advises

Resource People:

Name	Phone Number	E-mail
Membership Record-keeping Coordinator	Changes annually	

Budget Information:

Income/Expense	Line Item Description	Amount
Expense	Possible costs for Xeroxing membership lists	

Other Comments/Suggestions:

None

Potluck Supper Coordinator

Job Title:	Potluck Supper Coordinator
Job Summary:	Coordinate the details for potluck suppers that Sisterhood is involved. If the pot luck supper is a community supper for the Temple (i.e. Purim or Chanukah) then the only requirement is to help with decorations for the table. Some potluck suppers will be for Sisterhood events only. This could be tied along with another event (as a prelude to the annual Sisterhood Service) or as a stand-alone event.
Materials Needed:	none
Skills Needed:	A sense of organization.
Timing of Work:	
Hours Required:	minimal
Special Considerations:	

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Refer to the Events Preparation Guide for details of coordinating events with the Temple Sholom office.	
2.	If the pot luck supper is a community supper for the Temple (i.e. Purim or Chanukah) then the only requirement is to help with decorations for the table. Coordinate efforts with the office staff and if a budget is required from Sisterhood it must be approved beforehand.	
3.	Some potluck suppers will be for Sisterhood events only. This could be tied along with another event (as a prelude to the annual Sisterhood Service) or as a stand-alone event. Form a committee to help with the details. Place a notice in the Sisterhood section of Shofar if necessary and coordinate details with the office including date, use of kitchen, staff for kitchen if required.	
4.	Decide if there are any extras to be purchased (milk for coffee, table decorations, napkins, bread/butter etc.) and have a budget approved by Sisterhood if necessary.	

No.	Description of Task	When
5.	Arrange for the table setup with the office and then arrange for how the tables will be set and decorated and when it will be done.	
6.	Items to be remembered should include setup of Shabbat candles and wine and sheets for concluding prayers at meals.	

Resource People:

Name	Phone Number	E-mail
Betsy Menkes		
Marian Dewitt		
Mary Louise Albert		

Budget Information:

Income/Expense	Line Item Description	Amount

Other Comments/Suggestions:

None

Run For The Cure Coordinator

Job Title:	Run for the Cure Coordinator
Job Summary:	Organize participants for and contributors to the annual Breast Cancer Run for the Cure event.
Materials Needed:	Notices for board and other locations, entry forms (usually obtainable at CIBC branches).
Skills Needed:	Enthusiasm and organizational skills
Timing of Work:	September – Run is usually early in October
Hours Required:	Minimum is 8 hours if people do their own work. Could be a lot more if the coordinator has to do it all and there are many entrants.
Special Considerations:	

Specific Tasks and Schedule:

No.	Description of Task	When
1.	The run is usually a Sunday morning at the beginning of October. Thousands of people are there, so designate a meeting place for participants you are organizing.	September
2.	Place announcements in the relevant Shofar printings. Consider how other groups in the Temple might want to be involved – TAG, Men’s Club, Religious School.	July, Sept
3.	Post information around Temple Sholom.	Mid-August
4.	Insert information in weekly announcements for the 2 to 3 weeks prior to the Run. Send email request for sponsorship to Sisterhood membership list as whole.	September, October
5.	On the day of the event, be at the meeting place and have fun!	

Resource People:

Name	Phone Number	E-mail

Budget Information:

Income/Expense	Line Item Description	Amount

Other Comments/Suggestions:

- It is possible to enter as a team or as a set of individuals. In future, Iris suggests entrants making themselves responsible for collecting sponsorship forms, raising funds, registering themselves and collecting their own T-shirts.
- We have to raise \$100 per individual participant otherwise \$25-30 goes in registration fees/person and the net sum raised is diminished.

Scholarship Coordinator

Job Title:	Scholarship Coordinator
Job Summary:	Assemble a committee that will oversee a request for applications and the choosing of recipients of the annual scholarship(s).
Materials Needed:	<ul style="list-style-type: none"> ▪ Draft of previous Shofar notices calling for applications ▪ List of previous recipients, amounts awarded, and nature of the Jewish education activity.
Skills Needed:	Organizational skills
Timing of Work:	<ul style="list-style-type: none"> ▪ Shofar notice for request for applications to be placed in September Shofar (due in early April). ▪ Application deadline is April 30th. ▪ Awards given after the first Executive meeting after the April 30th date.
Hours Required:	2-6 in total
Special Considerations:	We aim for some consistency, year to year, in size of award for similar activities. We also aim for a \$500 scholarship for 1 st year rabbinat candidates.

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Assemble previous notices and list of prior recipients.	September - December
2.	Prepare and place notice in the Shofar.	Early April
3.	Invite any rabbinat candidates entering 1 st year to apply for a scholarship.	Early April
4.	Collect all applications from the Temple office, and call a meeting of the Scholarship committee (usually 2-3 members including coordinator)	Early May
5.	Meet with committee, determine recommendations for scholarship amounts. If total amount exceeds \$1000 annual allotment, notify President that executive will be asked to review recommendations and request for additional funds.	Mid May

No.	Description of Task	When
6.	Present final recommendations to Sisterhood Executive for approval.	Late May

Resource People:

Name	Phone Number	E-mail
Jeanne Watchuk	604-263-6450	
Alicia Matas		
Lorna Shapiro	604-261-5236	

Budget Information:

Income/Expense	Line Item Description	Amount
Expense	Scholarships	\$1000

Other Comments/Suggestions:

- It would be advisable to consult the Rabbi and/or the Executive Director as to the applicants needs and abilities when determining the recipients of the awards.
- Verify with applicants that the purpose for funds is definite. I.e. Are they definitely attending rabinnical school, been accepted, etc.
- See attachment of initial meeting minutes at which this fund was established.

Scholarships Presented by Temple Sholom Sisterhood

From the Minutes of Temple Sholom Sisterhood

Meeting of March 6, 1996

Lorna reported that the scholarship committee (Lorna, Jeannie, and Marie) consulted with Anne Andrew and with the Rabbi to determine the broad needs of the congregation with respect to scholarships. Lorna presented the scholarship policy drafted by the committee. After some discussion and clarification the following policy was approved:

1. "That the Sisterhood establish and maintain a scholarship in the amount of \$800 per year to be awarded in amounts of \$100 to \$500 to members of Temple Sholom for the purpose of pursuing Jewish education other than summer camp.
2. In any year, a recommendation may be taken to the executive to increase the amount set aside for the Scholarship Fund.
3. The Scholarship will be advertised each year in the September Shofar with a deadline for application of March 1 of the following year.
4. A written application including the reasons for the study and the reasons for assistance will be required.
5. If the Scholarship is not awarded in one year, the funds will accrue to the next year that there is a worthy candidate so that an extra award or awards of the same amount may be made.
6. The award or awards will be made by a vote at the first meeting of the Executive after the March 1 deadline each year on recommendation of the Scholarship Committee.

Motion Carol Walker moved approval of the recommendation. Iris Dayson seconded and the motion was approved.

Notations

There were some notations in minutes of future meetings to eventually discuss the following two issues, but there are no notations of the issues being discussed, or motions passed.

- A) Discuss if the Sisterhood should publish the names of the scholarship winners in the Shofar.

Officially increase the amount of the fund above \$500 maximum.

Sisterhood Service Coordinator

Order of Activities:

1. Attend Board meetings to report on the current status.
2. In January-March determine the date of the following year's Shabbat service with Judith Wolfman. The Sisterhood Service is a Friday night in January when there is not a b'nai mitzvah that weekend.
3. The service is done with the current Sisterhood service booklet. If another service is produced it must be approved by the Rabbi prior to printing. Any new service would be given to the Rabbi by the beginning of October.
4. If a speaker is to be engaged, make arrangements by the beginning of November at the latest.
5. Meet with Sisterhood president and choir director in October to select Sisterhood members to participate in the Torah reading section of the service.
6. Announcement of the service would appear in the November Shofar. The announcement would give the date of the service and ask members who wished to sing in the choir to contact Joyce Cherry and also ask members who wished to participate in the service to contact the Sisterhood Shabbat Chair.
7. Arrange participants in following order:
 - Torah reader
 - drosh
 - hagbah
 - gelilah
 - aliyot
 - open and close Ark
 - carry Torah
 - candle lighting
 - Hebrew portions
 - English portions
8. Mail out copy of portion with covering letting thanking them for their participation 4 - 6 weeks prior to the service date.
9. Put date of Sisterhood Service in weekly announcements starting in December.
10. Plan for flowers, pot-luck Shabbat dinner, Oneg Shabbat and any special arrangements for the evening.

Sisterhood Women's Seder Coordinator

Job Title:	Women's Seder Coordinator
Job Summary:	To form a committee and organize a Women's Seder to be held on behalf of Sisterhood each year either before or during Pesach.
Materials Needed:	none
Skills Needed:	Ability to lead a Seder.
Timing of Work:	Preparations should take place 2-3 months prior to Pesach.
Hours Required:	Flexible depending upon the themes and programs chosen around the project.
Special Considerations:	Timing of Seder with respect to other Temple events.

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Establish a date for the event by contacting the Temple office.	May-June of previous year – when new calendar is being drawn up.
2.	Form a committee by asking interested people to join it, including old and new members. If the event is co-sponsored with another group, include some of their group as committee members.	3 months prior to event.
3.	Place notice in an issue of the Shofar.	To appear at least 4 weeks before the event.

No.	Description of Task	When
4.	Have committee members meet to decide: <ul style="list-style-type: none"> ▪ WILL THERE BE ANY OTHER EVENT ACCOMPANYING THE PASSOVER SERVICE, SUCH AS A CRAFT WORKSHOP ETC. ▪ WHAT SERVICE WILL BE USED AND WHAT ARTICLES WILL BE NEEDED FOR THE EVENT SUCH AS SEDER PLATE(S) ▪ Will there be a meal served and who will be responsible to prepare or arrange it ▪ Who will set, decorate and arrange tables ▪ Who will lead the service ▪ Are publications needed to be printed for everyone and how will it be accomplished ▪ How will attendees participate and who will invite them to do so ▪ Who will be cleaning up after the service ▪ Draw up a budget of expenses and how to pay for them i.e. will there be an admission charge? 	
5.	Arrange with the Temple to provide security, kitchen staff and setup of tables if required.	
6.	Decide on publicity for the event perhaps to include: <ul style="list-style-type: none"> ▪ NOTICE ON BULLETIN BOARD AT TEMPLE ▪ What's Happening notice in JWB ▪ Activate the members Telephone Tree ▪ Included in the calendar of events for the Sisterhood Brochure at the beginning of each year. ▪ Flyers in the Reading Rack at Temple 	

Resource People:

Name	Phone Number	E-mail

Budget Information:

Income/Expense	Line Item Description	Amount

Other Comments/Suggestions:

Email Coordinator

Job Title:	Email Coordinator
Job Summary:	Create an electronic mailing list of Sisterhood members who have email addresses, maintain the list by correcting email addresses and send out email notices when requested.
Materials Needed:	<ul style="list-style-type: none"> • Computer and email capability • Temple Sholom Membership List
Skills Needed:	Knowledge of email protocol and general email knowledge including how to create and maintain an electronic mailing list.
Timing of Work:	Year round
Hours Required:	Minimal – probably 15 minutes a week average
Special Considerations:	

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Be an ambassador for Sisterhood by promoting it and its affairs whenever possible.	
2.	Attend the general monthly meetings whenever possible, or specifically when a report of your activities is needed.	
3.	Starting with the 2003-4 Membership List create an electronic mailing list with all the email addresses available in order to reduce the number of phone calls that the Telephone Committee makes to help keep Sisterhood members aware of programs and events.	
4.	Add names to the list from information received from members directly or from the Financial Secretary and Membership Committee.	
5.	A goal should be that in conjunction with the membership committee, and the telephoning committee to collect as many email addresses as possible by requesting the addresses whenever able to.	

6.	When requested by TSS Board, or its president, send out an email (preferably not as an attachment), prepared by them, to the entire e-list. These email notices should be as short and concise as possible and the Email Coordinator is requested to advise and help other Board Members to create the notices in this manner.	As required
7.	Maintain the list's integrity by updating with new names, deleting old ones who are no longer members after 1 year lapse and also searching for correct email address if an email is returned.	As it happens
8.	Maintain a list of people who request not to receive email addresses from TSS so that we do not inadvertently do so again.	Ongoing
9.	Promptly inform the Financial Secretary of all email address corrections for notation on the membership list.	Monthly
10.	A short report of your activities should include how many people are on the email list and how many email notices have been broadcast during the membership year.	Towards end of Sisterhood year
11.		

Resource People:

Name	Phone Number	E-mail
Jean Fiedler, Financial Secretary	604-276-8572	jean.fiedler@telus.net
Marian Dewitt, Telephone Committee	604-731-4766	n/a
Cheryl Woolstone, VP Membership	604-738-1660	cherylwoolstone@shaw.ca

Budget Information:

Income/Expense	Line Item Description	Amount
<i>Enter Income or Expense</i>	<i>Enter description of item</i>	<i>Enter amount budgeted in year</i>
<i>Enter Income or Expense</i>	<i>Enter description of item</i>	<i>Enter amount budgeted in year</i>

Other Comments/Suggestions:

Add any other information you think might be helpful to a new person doing this role.

History Book Archiving Coordinator

Job Title:	History Book Archiving Coordinator
Job Summary:	<p>The purpose of the Archive Book is to preserve the history of the Sisterhood for the generations to come to be able to see what was accomplished.</p> <p>Receive materials for the Archive book and add them to the pages in the book.</p>
Materials Needed:	<ul style="list-style-type: none"> • Archiving Book • Blank pages and protectors • Various adhesives, cutting tools and items necessary to insert memorabilia into the book • Expense vouchers
Skills Needed:	Sense of fun and a little artistic flair
Timing of Work:	Year round
Hours Required:	Immeasurable, but probably no more than 10 hours a year
Special Considerations:	

Specific Tasks and Schedule:

No.	Description of Task	When
1.	Be an ambassador for Sisterhood by promoting it and its affairs whenever possible.	
2.	Attend the general monthly meetings whenever possible, or specifically when a report of your activities is needed.	
3.	Receive materials and memorabilia from other members for insertion into the archiving book. Also, take it upon yourself to include anything deemed worth saving. The items to be inserted could include copies of programs, photographs (especially of groups or activities), notices, newspaper articles about the Sisterhood, and cards of thanks or awards received by the Sisterhood.	ongoing
4.	Purchase pages or supplies needed at a Craft Shop. The	As needed

	book and its pages were purchased at Michaels using their regular discount coupons. Reimbursement can be received by handing in an expense voucher with receipts to the Treasurer.	
5.	When inserting items into the book keep in mind not to make it more than 2-3 double sided pages a year unless under special circumstances. Be creative by cutting down unnecessary blank paper, cropping photographs so that only the relevant part shows or reducing pages on a photocopier.	
6.	Be creative by using different coloured papers, backing photographs with a coloured border or adding tasteful stickers or die-cuts if appropriate.	
7.	Whenever putting pictures into the book ALWAYS include the names of the people and the activity under the picture. A computer printed title is the best way to do this. Remember that 10 years from now no-one may remember who that person is and the picture will then lose its value as a remembrance.	

Resource People:

Name	Phone Number	E-mail
Marie Henry	(604)438-4753	marie.henry@telus.net

Budget Information:

Income/Expense	Line Item Description	Amount
Pages, protectors and miscellaneous supplies	Archiving History Book	\$25.00

Other Comments/Suggestions:

Add any other information you think might be helpful to a new person doing this role.

YES Fund Products Coordinator

Job Title:	YES Fund Products Sales
Job Summary:	<p>Temple Sholom Sisterhood has made a pledge to donate the sum of \$1,000 a year to the YES Fund and will qualify for “Honours” standing at this level. This pledge entitles TSS to receive \$1,000 worth of YES Fund products. Alternatively, the donation can be made and no products ordered or received.</p> <p>This position involves placing the annual order for YES Fund products and making the products available for all the user groups within Sisterhood and for general sale whenever possible.</p>
Materials Needed:	<ul style="list-style-type: none"> • Access to the WRJ web site to see products/prices. • TSS Members List with current addresses. • Previous years order/records to use as template.
Skills Needed:	<ul style="list-style-type: none"> • Use of Microsoft Excel is helpful but not essential.
Timing of Work:	<ul style="list-style-type: none"> • Year-round (make products available) • Order to be placed/paid before June 30th deadline for TSS to receive to get credit for contributions to YES. • Usually a sale of products in January to March.
Hours Required:	Flexible but possibly a total of 20 hours per year.
Special Considerations:	Should be able to either sell the cards at Sisterhood events or else make them available for someone else to do so.

Specific Tasks and Schedule:

	Description of Task	When
1.	Keep an inventory of the YES Fund products. Understand their purposes and know their selling prices.	Ongoing
2.	<p>Early in the year tabulate the needs for placing a YES Fund order for the coming year.</p> <ul style="list-style-type: none"> • See the order for last year as a template. • Ask the gift shop what/if they would like to order. Show them samples of all cards in case they have not seen them all, or perhaps there are new ones. 	January/February

	Description of Task	When
	<ul style="list-style-type: none"> • Look at last year’s list and approach each user group to see what they will require this year. • Consult with the president to see if she knows of any other new user group who will be requiring products. • When ready to tabulate order consider what products have been left unused from last year in order not to order more of product that is “on-hand”. 	
3.	<p>Create a new order for this year keeping a clear record of what is being ordered for each user group.</p> <p>The goal will be to order a total of US\$1,000 in products but if there is no need to take delivery of that many cards then the Treasurer should be advised to send a \$US money order to make up the difference to reach the \$1,000 pledge. <i>It is the coordinators responsibility to make this request.</i></p>	January/February
4.	<p>Place the order with WRJ by calling their toll free line (866-975-5924). Speak to Linda Cannon who is the Administrator and can take the orders over the phone. Arrange for delivery to come to where you wish. Payment can be arranged in 2 ways:</p> <ul style="list-style-type: none"> • Pay by your own credit card and claim back the cost from our Treasurer when it comes through on your card. If uncomfortable doing this then arrange to pay with another person’s card or, • Have Sisterhood billed which means we will then purchase a US money order to cover the invoice. 	
5.	When the shipment arrives split it up into the different user group orders and arrange to get the products to them.	
6.	<p>The Gift shop will need to be invoiced for their order.</p> <p>The agreed upon price is 1/2 Sisterhood’s costs (i.e. Purchase price converted to CDN\$ plus shipping costs and then divided in half). Sisterhood is selling the cards to the Gift shop and they then become their responsibility and will not come back to Sisterhood if unsold. We are merely recuperating some of our expense.</p> <ul style="list-style-type: none"> • Check with the Treasurer or President as to how they will be invoiced and paid. Provide a list of the cards 	

	Description of Task	When
	ordered/received.	
7.	There will be a supply of products left over from last year, and more ordered this year that are to be kept by the Coordinator for <i>General Sales</i> and unforeseen uses. These items should be kept available and their quantities readily known.	
8.	The <i>General Sales</i> products may be required to be available for sale at a Sisterhood event. They should be accompanied by a selling price list for whoever will be selling them and sales should be noted in a record book.	
9.	Attend the monthly board meeting if needed to give a report or to discuss an issue. Otherwise most business can be conducted by coordinating phone calls and emails with the president or her delegate.	
10.	Submit monies received for sale of cards to the Treasurer either directly or left in her mail box at Temple Sholom.	
11.	From time to time see that the Temple Sholom Gift Shop has a supply of the YES Fund products for sale and if they don't have enough then top them up.	Every 3 months
12.	Prepare a report to be given at a Sisterhood meeting when requested. If possible this should include how many cards were sold in the year as well as amounts used by each user group and the gift shop.	Towards end of Sisterhood year.
13.		

Resource People:

Name	Phone Number	E-mail
WORJ web site	866-975-5924	www.rj.org/wrj

Budget Information:

Income/Expense	Line Item Description	Amount
YES Fund Expense	YES Fund	\$1,200.00 (cdn)

Other Comments/Suggestions:

Add any other information you think might be helpful to a new person doing this role.