



**Lerner Jewish Community Day School**  
*A Refreshing Approach to Jewish education*

## **Board Committee Descriptions**

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### **DEVELOPMENT COMMITTEE**

This Committee is responsible for working with the Development Director to raise funds for capital expansion, endowments, planned giving, annual fund, major gifts, grants, and other major long term fund raising efforts designed to ensure the long term viability of the school.

### **EXECUTIVE COMMITTEE**

This committee is made up of the President, Vice President, VP/President Elect, Past President, Treasurer, and Secretary. This committee is responsible for oversight of the board and has the power to act on behalf of the board when issues arise in between meetings. The Executive Committee works closely with the Director to provide fiscal support and is responsible for hiring, firing and annually evaluating the Director.

### **FACILITIES COMMITTEE**

The Facilities Committee is responsible for repairing and/or arranging for repair of equipment; acting as a liaison with the Judea Reform Board in matters of building and grounds maintenance and improvement; suggesting building and grounds improvements; and all other duties as the Board of Directors and/or President may prescribe.

### **FINANCE COMMITTEE**

Headed by the Treasurer, this Committee develops and oversees the budgeting and financial reporting processes of the school in conjunction with the Head of School and Business Manager. The Treasurer will provide monthly, budget updates and quarterly high level budget reports to the board and will make a recommendation for setting tuition to the Board no later than November for the following school year. The treasurer will oversee the school's reserve and endowment policies.

The committee is also responsible for developing and maintaining a 5-year strategic financial plan that reflects the intentions of the strategic plan, soliciting and synthesizing input from PR, admissions and administrative staff.

### **PARENT'S ACTIVITY COMMITTEE**

The PAC co-chairs are responsible for signing parents up for the various activities and events throughout the school year. They work with fundraising to execute smaller fundraisers and provide parent volunteer support as needed by the Director or the board.

**POLICY COMMITTEE**

The Policy Committee will be commissioned by the Directors to study certain policy issues that come into question and will make recommendations for policy changes. The policy chair will review the policy manual and add new policies as they are adopted. The Policy Committee also will conduct an annual review of the By-laws and recommend any necessary changes upon request.

**PUBLIC RELATIONS**

This committee is responsible for producing and publishing fliers, articles of interest about the school for the Mfenorah and local press, and other communications as directed by the Board or the Director. The chair assists development and recruitment committees by designing ads, invitations and other printed matter to support their work.

**RELIGIOUS PRACTICES COMMITTEE**

The Religious Practices Committee is responsible for making recommendations to the Board of Directors for approval regarding the religious practices of the school. This includes Kashrut, Shabbat, and holiday observance, school closures, Kippot, Prayer, etc. The religious practices committee also supports the Judaic studies staff in the development and implementation of tzedakah projects.