

## JTriad Board Roles & Responsibilities

### Co-Chair (Ideally, 2 co-chairs on staggered years)

- Lead and guide the JTriad board to serve the mission of JTriad in enhancing the Jewish community in the Triad.
- Serve as liaison to the Greensboro Jewish Federation, and other supporting sponsors including Temple Emanuel of Greensboro, Temple Emanuel of Winston-Salem, and Beth David Synagogue, complying with policies and procedures set forth by the JTriad bylaws.
  - Actions include creating and strengthening relationships with sponsor staff and clergy, and writing annual donation requests.
- Perform responsibilities listed under Treasurer position if the Treasurer position is not filled.
- Lead monthly meetings with the JTriad board.
- Provide annual updates of events and attendance to the Greensboro Jewish Federation liaison to JTriad.
- Monitor and manage JTriad Gmail account
- Monitor and manage JTriad email list and response google chart, updating members contact information, tracking event RSVP's, and tracking event attendance.

### Treasurer

- Maintains budget throughout fiscal year
- Collects and documents JTriad expenses.
- Manages reimbursement process with GSO Jewish Federation liaison.
  - Copy Treasurer, Co-Chair and GSO Jewish Federation liaison on all emails and correspondence related to expenses.
- Update JTriad board on budget throughout the year

### Secretary

- Creates meeting agenda in coordination with Chair
- Takes minutes during board meetings
- Emails meeting minutes after each board meeting (to board members & liaisons)

### Member Engagement (2)

- Engage new members to enhance JTriad experience
  - Welcoming members who are new to the Facebook group, who fill out the membership form, or reach out to JTriad seeking information.
  - Following up with new members who attend events for the first time
- Use funds approved by Chair and Treasurer to host informational and welcoming meetings with new members for coffee or snacks. JTriad does not reimburse the expense for alcoholic beverages.

### Events

- Event planning
  - Lead on events for 3-4 major events each year: Fall Kickoff, Hanukkah, Purim, Summer Event
  - Assists board members and other JTriad members hosting events: securing event space, coordinating food & logistics, gathering and providing details to Communications chair and Chair for emails and social media.

- Assist Chair with building and strengthening relationships with sponsors through engagement and service
- Seek new event opportunities for JTriad

### **Member-at-large (Up to 3)**

- Attend monthly board meetings
- Support events (planning and/or attending) as available

### **Communications**

- Facebook updates: create events, post as needed, share events from funding orgs as appropriate
- Respond to event and information inquiries through the website and social media, and assist creating event information emails and fliers.
- Communicate with Greensboro Jewish Federation and add events to the Federation community calendar.
- Manage JTriad Website with events, photos, contact information, and JTriad Google Calendar.
- Assist Co-Chair with seeking author from JTriad for quarterly Shalom Greensboro Magazine article.