



INFORMATION PACKET & JOB DESCRIPTION

FOR PROSPECTIVE BOARD MEMBERS

Board Information Packet Includes:

- 1) Welcome Letter
- 2) Our History & Work
- 3) Board Member Expectations & Committees
- 4) Nominating Procedure (bylaws excerpt)
- 5) Board Meetings Calendar



February 2025

Dear Prospective Board Member:

Thank you for your interest in Jewish Community Center, Sonoma County (JCC SoCo), and in considering a role with our Board of Directors. This information packet has been prepared to provide you with general information about the organization and our vitally important programs.

Membership in our Board of Directors is a meaningful way to commit your talents and energy to furthering the vision and mission of JCC SoCo. If you are interested in pursuing a Board position with JCC SoCo, please complete the enclosed application and then return it to the address below, or complete the application on JCC SoCo's website at www.jccsoco.org/board-application.

Upon receipt, we will contact you to discuss the next steps in the Board selection process and answer any questions that you may have. We understand that Board membership is not for everyone, and there are many ways that individuals can support our organization.

We are immensely proud of the work our organization is doing and hope that you will join us in furthering our endeavors.

Sincerely,

Deborah Burg-Schnirman
JCC SoCo Board President

OUR HISTORY & WORK

The JCC SoCo's origins begin in 1996 (originally called the Jewish Community Agency of Sonoma County) and was established to fill a gap in our local Jewish community services. The JCA and its 501(c)3 status became a convening organization led by volunteer leaders of our community.

The JCA's mission in 1996 remains at the core of our work today. Today, in 2025, the JCC Sonoma County's mission is to build Jewish community through cultural, educational and social opportunities in Sonoma County. We envision a connected, enriched and thriving local community that honors, celebrates and preserves Jewish culture.

Over the course of three decades, this organization has had a wide and lasting impact. Providing robust senior programming, youth summer day camps, teen programs, film festivals, and countless cultural events always free or low cost classes throughout the year. We are proud that our organization brings together a range of community members (e.g. new, established, non-affiliated) for whom we provide accessible opportunities for deeper and broader involvement.

On the other side of the pandemic now, the JCC SoCo is adding new programs (opening a preschool in 2023), embarking on a new strategic plan, and looking to the future.

JCC SoCo 2024 in the Numbers

FRIENDSHIP CIRCLE

- 50 events
- Over 900 attendances
- 64 current members
(includes singles & couples)

FILM FEST

- 10 films
- 20 showings
- Over 1500 tickets sold

YOM HASHOAH

- Celebrated its first year back after COVID with 250 attendees (in person and via zoom)

PRESCHOOL

- Over 30 families served
- Partnered with PJ Library to host 3 different holiday events for over a 100 young families.
- Added new staff position: Jewish Resource Specialist

E-NEWS & COMMUNICATIONS

- Provided weekly emails (reaching thousands of subscribers) covering Jewish cultural events/stories from across Sonoma County.
- Adding new e-news subscribers every week.
- Launched new website and expanded online services to improve community access

BOARD MEMBER EXPECTATIONS

Members of the Board of Directors of the JCC Sonoma County have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its mission, vision and goals. I believe in the mission of the JCC Sonoma County, and I will act as a responsible and prudent steward. In furtherance of this commitment, I will use my best efforts to fulfill the following responsibilities:

Participation

- Attend and prepare for at least 10 monthly Board meetings each year
- Support policy development for the organization
- Participate in at least two committees (ad hoc committee or task force) if asked
- Step up to a leadership position on the Board or two committees, if asked
- Share professional expertise
- Accept or create an individual, annual initiative with feedback

Financial commitment

- Make an annual contribution to the Board (which is significant to your own giving, and among your top three annual donations).
- Participate actively in the process of soliciting donations from individuals, corporations and philanthropies when appropriate
- Support and participate in JCC SoCo and Board fundraising events

Community Outreach

- Be knowledgeable about the organization, its mission, strengths and needs
- Commit to learning about the organization and developments in fields relevant to the organization
- Attend organizational events
- Be an organizational ambassador to the community and supporters

Board Development

- Complete and implement a personal Board Engagement Plan
- Participate in an BoD assessment
- Suggest candidates for Board nomination
- Be available to research potential candidates and to interview prospects
- Be available to mentor a new Board member

Board and Committee meetings

- Make sound informed decisions, acting in good faith and in the best interest of the JCC SoCo.
- Engage in discussion and decision-making, while respecting the opinions of other Board members
- Show respect for committee work and recommendations

Policies

- Act in the best interests of the organization, abide by conflicts of interest and confidentiality policies
- Publicly support the decisions of the Board, including those with which you might not agree

Board/Staff relations

- Communicate ideas or observations about program or administrative activities to staff
- Refrain from making special requests of the staff
- Avoid discussion of personnel matters with staff
- Participate in the evaluation of the staff, if asked
- Familiarize yourself with the Board and Staff roles

To enable Board members to fulfill their fiduciary responsibilities, the Board and organization will:

- Provide regular and timely financial statements and Board meeting minutes
- Make Board officers and senior staff reasonably available to provide information about programs, finances and policies
- Structure Board and committee meetings to be efficient and productive
- Recognize the accomplishments of Board members

BOARD MEMBER COMMITTEES

It is the policy of the Board of Directors that each Board member will sit on at least two standing committees of the Board. Board members should expect to step up to chair at least one committee during their Board term(s), if asked.

Executive Committee

The Executive Committee of the Board is composed of the President, Vice President, Treasurer and Secretary of the Board of Directors. The Executive Committee meets monthly with the Executive Director to discuss Board meeting agenda and Board business at the Executive level.

Board Community Engagement and Board Nominating Committee

The Community Engagement and Nominating Committee is the vital communication link with individual members of the Jewish community, Jewish organizations in Sonoma County and Jewish organizations beyond the county. They will work together to create collaborative relationships with the community, nominate prospective Board members and involve more community members as participants and volunteers in our programs.

Budget and Finance Committee

The Budget and Finance Committee develops and monitors the annual budget for the JCC; the committee manages the finances of the organization and creates a long-term plan for the financial health of the organization.

Fundraising/Marketing

The Fundraising/Marketing Committee plans the means to meet the JCC's annual fundraising goals and branding. This may include fundraising events, enhancing fundraising within existing programs, outreach to existing and new sponsors and donors. In addition, the committee will develop a marketing plan for the JCC to provide consistency and quality in our printed and digital outreach.

Programming Committee

The Program Committee establishes guidelines and policies regarding the development of new programs as well as major changes to existing programs. It includes both long term (Friendship Circle, Film Fest, Preschool Yom Hashoah) and new/one-time community programs.

Human Resources

The Human Resources Committee is responsible for overseeing employment matters across all JCC programs. The Committee develops, reviews, and implements policies and practices related to employee management, including: recruitment, hiring, leaves, benefits, employee retention, compliance with employment laws, and various personnel issues that arise.

Strategic Planning

The Strategic Planning Committee develops plans and strategies that will best enable the JCC to fulfill our stated mission; both currently and for the future.

Administration/Technology

The Administration/Technology Committee evaluates the best use of the JCC's resources in the use of up-to-date technology and staffing to best fulfill our mission. This will include decision making about websites, social media, computer hardware and software, telephone systems, database and internet systems.

Security/Safety

The Security/Safety Committee develops workplace safety plans for the JCC offices, responds to real and perceived threats to the JCC and community, and educates the staff and community members on issues of security and safety.

NOMINATING PROCEDURE

Excerpt from bylaws:

Section 3. Eligibility for Nomination for Director

3.1 General Eligibility:

Each Director of the Organization shall be a resident of Sonoma County, California.

Candidates shall identify as Jewish or shall have demonstrated a strong affiliation with the Jewish community.

Section 4. Nomination for Election to Directorship

4.1 Preparation of Slate:

The “Community Engagement and Nominating Committee” or any other group of Directors selected by the President shall prepare a slate of candidates no later than 15 days prior to the Annual Meeting. The number of candidates on the slate shall equal the number of anticipated vacancies occurring by the expiration of the terms of office of current Directors. In the event the Board votes to increase the size of the Board, additional candidates shall be nominated for one or two year terms, maintaining the staggered expiration of terms.

4.2 Applications to Board of Directors:

A public call for applications may be made at least thirty days prior to the meeting.

4.3 Mailing of Slate: The slate of candidates shall be sent via email to all voting members of the Board no later than fifteen (15) days prior to the Annual Meeting of the Organization.

Section 5. Elections to the Board of Directors

Elections shall be held at the Annual Meeting of the Organization.

Applications for nominations from the public will be accepted up until 5 business days from the annual meeting. If the number of candidates exceeds the number of vacancies, the Board of Directors will conduct an election.

BOARD MEETING CALENDAR - 2025/26

Board meetings are scheduled:

3rd Wednesday of each month
(unless rescheduled in observance of a holiday)
 7:00 pm Start.

Executive Committee:

1st Wednesday of each month

Day	Date	Year	D'var Torah
Wednesday	July 16	2025	
Wednesday	August 20	2025	
Wednesday	September 17	2025	
Wednesday	October 15	2025	
Wednesday	November 19	2025	
Wednesday	December 21	2025	
Wednesday	January 15	2026	
Wednesday	February 18	2026	
Wednesday	March 18	2026	
Wednesday	April 15	2026	
Wednesday	May 20	2026	
Wednesday	June 17 Annual Meeting	2026	