

Terms of Reference, President and Vice President

1 Authority

- (a) The President and Vice President are Office Bearers elected to the position by the Congregation.
- (b) The roles of the President and Vice President are outlined in section 16(1) (a-f) of the Temple Shalom Constitution.
- (c) The President reports to the Board of Management and the Congregation.
- (d) The Vice President reports to the President, the Board of Management and the Congregation.
- (e) The President produces a written report for each Board meeting and the AGM.

2 Responsibilities. *(Note, unless specified otherwise, the President's responsibilities detailed below may be carried out by either the President or the Vice President.)*

- (a) The President and Vice President work closely together to fulfil the President's duties. They:
 - i. come to agreement as to which of the President's duties are to be delegated to the Vice President,
 - ii. meet regularly to coordinate their activities and to develop a shared understanding of all aspects of Temple life and future directions,
 - iii. ensure that, wherever possible, at least one of them is available to cover the President's duties.
- (b) The President (or the Vice President in the President's absence,) may chair all meetings of the Board of Management and of the Congregation. The President:
 - i. provides guidance for the Secretary in preparing the agenda for meetings,
 - ii. provides guidance for the Secretary in preparing notices of meetings,
 - iii. ensures that Board meetings are run in line with the Board of Management Standing Orders,
 - iv. ensures that meetings of the congregation are run in accordance with the Constitutions sections 29 to 35 and
 - v. uses the President's casting vote when there is a tied vote at a meeting. *(Note, only the President has a casting vote, in the event of the Vice President running the meeting, the Vice President does not have a casting vote.)*
- (c) The President oversees and coordinates the day to day running of the Temple. The President:
 - i. where necessary, directs and supervises the work of the administrative assistants,
 - ii. ensures that any decisions made by the Congregation or Board of Management are actioned,
 - iii. may take decisions on urgent matters where there is limited opportunity to consult with the Board of Management,
 - iv. may authorise expenditure, up to an amount previously approved by Board of Management and
 - v. may authorise confidential variations to payment of membership fees in cases of financial hardship as per Constitution 7 (2).
- (d) The President is the primary point of contact for members and has a pivotal role in maintaining the religious and social cohesion of the congregation. The President:
 - i. makes efforts to get to know all members personally,
 - ii. is readily contactable via the office or via the President's mobile phone,
 - iii. is available to meet members and non-members as needs arise,

- iv. takes an active and visible role in Temple Shalom services and
- v. uses well developed interpersonal skills to resolve conflicts and issues.
- (e) The President is a signatory for cheques. The Vice President is not a signatory unless the Board of management gives specific approval. Temple Shalom Constitution 41(5) (c,d)
- (f) The President represents and promotes Temple Shalom at meetings and events run by other, Jewish and non-Jewish, organisations.
- (g) The president is, ex officio, a member of all committees.