

Adat Shalom Board Role Descriptions

Below are brief descriptions for all Adat Shalom Board of Directors roles. As part of the follow up to Rabbi Teutsch's independent assessment, the roles and responsibilities of board members, clergy, and staff will continue to be clarified and codified over the next year. These descriptions represent our best thinking in May 2026, and may evolve over the course of the term.

In line with Rabbi Teutsch's recommendations, all Board members will participate in a consultant-led multi-day training to ensure that there is clarity around Board roles and responsibilities in keeping with best practices for non-profits and synagogues. The dates of this training have not yet been set. Depending on the role, there may be other required training, which are specified in the position descriptions below.

President

The President provides overall leadership and vision for the Board, working closely with clergy, staff, and fellow board members to advance Adat Shalom's mission and values. This role serves as the primary liaison between the board and the broader community, collaborating on strategic priorities and fostering a culture of belonging and growth, while working to ensure that the core values of the Adat Shalom community are infused in our structures and policies. The Executive Director and Head Rabbi report to the President.

Suggested for the role: Executive Management experience

Vice President, Lifelong Jewish Learning

The VP of Lifelong Jewish Learning facilitates feedback and engagement in relation to the activities of Adat Shalom's various learning constituencies across all ages, ensuring that educational programming reflects the congregation's mission, values, goals, and priorities. This role works to deepen engagement with Jewish thought and practice for the full spectrum of the community, from children and youth to adult learners. This role collaborates with the range of staff involved in education from youth to adults. It is likely that this role will interface with the Education Committee proposed by Rabbi Teutsch.

Suggested for the role: a background in education or Jewish learning

Vice President, Programming

The VP of Programming supports the coordination and vitality of congregational programming, working closely with staff to ensure that events and initiatives further Adat Shalom's mission, vision, values and goals. This role helps align programming efforts across the congregation, leveraging time and financial resources effectively while fostering community connection. This board member collaborates closely with our Program Manager.

Suggested for the role: a background in event planning or project management

Vice President, Community Engagement

The VP of Community Engagement focuses on welcoming new members, deepening relationships within the congregation, and building pathways for greater participation in synagogue life. This role champions belonging and ensures that all members — new and long-standing — feel connected to the Adat Shalom community. This board member is closely involved with the Chuggim project that is set to launch at the end of the current term. This board member is also the board liaison for the Membership Committee, and works closely with the chair of Membership (note: recommendation to co-chair the Membership Committee with the Head of Membership).

Suggested for the role: a welcoming person who enjoys talking to all members, and can be a “cheerleader” for our community for prospective members.

Vice President, Personnel & Administration

The VP of Personnel & Administration oversees the personnel committee, supporting staff and ensuring that organizational policies and practices align with Adat Shalom's values. This role helps create a healthy, effective working environment that enables the congregation to thrive by collaborating closely with the Executive Director and with any HR consultants to ensure that our institutional employment policies, procedures, codes and documentation reflect best practices and are in line with our values.

Qualification for the role: a professional background in HR or related field

Vice President, Development

The VP of Development collaborates with the Executive Director on all fundraising activities throughout the year, including the High Holiday campaign and special fundraising events or initiatives. This board member supports the Executive Director with grant writing, as needed. The VP of Development also collaborates with the Chair of the Endowment, to ensure thoughtful and proactive cultivation of planned giving. This role cultivates relationships with members and supporters, coordinating development efforts across the congregation to ensure Adat Shalom's long-term financial sustainability. The VP of Development is a member of the Finance Committee and provides insight to the budget process from the revenue perspective. (Note: the VP of Development currently leverages an informal network of advisors, but this should be formalized into a proper development committee)

Qualification for the role: experience leading or supporting development efforts in a nonprofit or synagogue context

Treasurer

The Treasurer leads the Finance Committee to safeguard Adat Shalom's economic health, coordinating with the Executive Director to ensure that all components of the congregation develop appropriate budgets and operate within them. The Treasurer makes projections on synagogue resources, recommends improvements to financial management, and reports periodically to the Board and, when appropriate, to the full congregation.

Qualification for the role: professional experience with budget management and/or oversight

Note: this role must complete a mandatory training for nonprofit board treasurers, which will be covered by the organization.

Secretary

The Secretary records and distributes minutes of Board meetings and maintains and organizes the institutional records that support effective governance. This role provides continuity and organizational clarity, helping the Board operate smoothly and in accordance with Adat Shalom's bylaws.

Qualification for the role: meticulous note-taker, highly organized around documents

Note: this position must complete a training on nonprofit board secretary responsibilities to ensure the organization's adherence to best practices; this training will be covered by the organization.

At-Large / Associate to the President

This at-large board member assists the President in strategic matters and other issues as they arise, as a part of leadership development - working towards a future candidacy as President.

Suggested for the role: Executive Management experience

At-Large / External Relations

This at-large board member focuses on Adat Shalom's relationships with key external organizations — such as AIM, JCRC, HIAS, and JUFJ — helping to strengthen the congregation's ties to the broader Jewish community and the wider DMV region. This role helps raise Adat Shalom's profile, ensures the congregation remains an engaged civic and communal partner, and helps to streamline Adat Shalom's institutional relationships with key partners.

Suggested for the role: deep ties to the broader Jewish landscape of the DMV

At-Large / Tikkun Olam

This at-large board member champions the congregation's social justice commitments, helping align Adat Shalom's actions with its values of tzedek and communal responsibility. This role supports and elevates the work of members engaged in advocacy, service, and social change, and collaborates closely with the At-Large/External Relations member to heighten congregants knowledge of and participation in appropriate AIM, JUFJ and other organizations' actions. The board member also works with the Greeters program and other SEA Change activities to ensure that we are living up to our congregational values.

Suggested for the role: demonstrated commitment to social justice initiatives.

At-Large / Children, Youth & Family Engagement

This at-large board member advocates for the needs and experiences of families with children and youth, ensuring that programming and community life are welcoming and enriching for the next generation. This role helps Adat Shalom remain a place where families grow in Jewish identity together.

This board member collaborates with the Education Manager and any Rabbi involved directly with youth/young family programming. This board member coordinates closely with the Membership, Programming, and Life-Long Learning committees/board representatives, and leads the Young Family Working Group (note: this may become a formal Committee in the coming year).

Qualifications for the role: must have a child/children currently in the Limmud Program or tot shabbat.

At-Large / Governance

This board member helps the Board and congregation strengthen their governance structures, roles, and processes, including proposing and drafting bylaw amendments, developing the Board Manual, and improving communication among lay leadership bodies as needed. This role also works with the Executive Director on security policies, emergency preparedness, and supports security-related grant applications, consulting with general counsel as appropriate. This board member leads the Security Task Force.

Qualifications for the role: a process-oriented person with demonstrated strength reading and reviewing legal documents and/or nonprofit bylaws

Religious Practices

The Religious Practices board member serves as a liaison between the congregation and the Religious Practices Committee, providing input to the rabbis on the liturgical and ritual life of Adat Shalom. This role helps to ensure that worship and observance remain meaningful, inclusive, and true to Reconstructionist values.

Suggested for the role: demonstrated interest/experience with the ritual life of our community or with reconstructionist practice more broadly

Immediate Past President

The Immediate Past President contributes institutional wisdom and perspective to the current Board, and may take on special projects at the request of the President. This role may also include serving as chair of the Nominating Committee, supporting continuity as Adat Shalom's leadership evolves.

Qualifications for the role: must be the immediate past president