



Yeshurun Board Positions 2026-27

NOTES:

- Roles 3-14 are not expected to carry out all duties listed alone. Rather, each will be responsible for a subcommittee of volunteers, ensuring a manageable workload and greater communal participation.
- At the first Board meeting, the Board will select two individuals from Roles 3-14 to form a four-member executive, alongside the Chair and FR.
- Involvement with the Shul Board is not expected to be onerous. Board members will check in regularly with the executive to give updates and request support, but will not be required to attend meetings which will not discuss their particular area of responsibility.

	Role	Summary	Responsibilities
1	Chair (Executive)	<i>Provides overall leadership, strategy, and governance for the synagogue.</i>	• Provides overall leadership to the Board and the community. • Sets strategic direction in consultation with the Rabbi and Board. • Chairs Board meetings and AGM. • Acts as primary liaison with the Rabbi on vision, priorities, and community matters. • Represents the synagogue externally. • Supports and oversees Executive roles and ensures effective governance. • Liaise with School and Nursery regarding contractual obligations and upkeep of premises
2	Financial Representative (Executive)	<i>Oversees the synagogue's finances and financial sustainability.</i>	• Responsible for oversight of the synagogue's finances. • Assists in preparation and monitoring of financial management accounts, budgets, and forecasts. • Reports financial position to the Board. • Oversees financial controls and works closely with Hall Hire and Premises portfolios to support income generation and cost control. • Liaise with School and Nursery regarding contractual obligations and upkeep of premises
3	Services – (Shul Gabbai)	<i>Oversees the smooth running of services in the Shul minyan.</i>	• Oversees the smooth running of services in the main shul. • Responsible for aliyot, honours, leining coordination, and service logistics. • Acts as a visible community presence on Shabbat and Yom Tov. • Point of contact for feedback and improvements to services. • Will share role with a volunteer Shul Gabbai or team of volunteers to cover workload and continuity. • Will liaise with Rabbi and Hall Gabbai to coordinate the schedule and running of joint services.
4	Services – (Hall Gabbai)	<i>Oversees the smooth running of services in the hall minyan.</i>	• As above, but for the hall minyan. • Ensures a rota of speakers is in place alternating with the Rabbi.

5	Women's Officer	<i>Represents the needs and preferences of the women of the community.</i>	• Being involved in the normal work of the Executive in planning synagogue activities and providing for the normal functioning of the synagogue, specifically giving voice to issues that relate to or might affect women • Be involved in ongoing considerations in proposed synagogue building and refurbishment projects when they come up, which impact women's engagement. • Liaising with the Rabbi and Events Portfolio to organising 'approved' women-only events and services.
6	Premises & Housekeeping	<i>Maintains and improves the synagogue buildings and facilities.</i>	• Oversees the maintenance, safety, and improvement of synagogue premises. • Ensures the building is kept in good condition for all activities, services, and hire. • Manages housekeeping subcommittee regarding cleanliness, improvement works, upkeep of sefarim, and general presentation of shul and hall. • Works closely with the Financial Representative on maintenance planning and expenditure. • Point of contact for members and visitors with accessibility needs.
7	Hall Hire	<i>Manages hall hire and associated rental income.</i>	• Manages hall hire activities, including publicity, to maximise appropriate rental income from synagogue premises. • Coordinates bookings, availability, and user arrangements. • Ensures hirers comply with synagogue policies. • Reports regularly to the Financial Representative on income, usage, and opportunities.
8	Events	<i>Leads planning and delivery of community events across the synagogue.</i>	• Oversees planning and delivery of community events across the synagogue • Coordinates volunteer sub-committees responsible for different age groups and demographics (e.g., adults, families, children, kiddush). • Ensures events are inclusive, well-run, and aligned with community strategy and values.
9	Education	<i>Develops and supports engaging Jewish learning for members.</i>	• Works with the Rabbi to develop and deliver a programme of Jewish learning that engages members. • Oversees adult education initiatives, shiurim, lectures, and learning programmes including Tikkun Leil events and summer Seuda Shlishit. • Supports educational partnerships and encourages community participation in learning.
10	Welcoming & Members	<i>Ensures visitors and new members feel welcomed and included.</i>	• Leads efforts to ensure visitors and new members feel welcome and included. • Coordinates welcoming arrangements for Shabbat and Yom Tov, including greeting rotas. • Supports new member engagement and integration into synagogue life. • Acts as a friendly point of contact for prospective members. • Proactively seek potential new members.

11	Welfare	<i>Coordinates care and support for members of the community.</i>	• Oversees community care and welfare initiatives. • Coordinates support for members in need, including meal rotas, visiting, practical help, and signposting where appropriate. • Maintains regular contact with members, particularly those who are elderly, unwell, or isolated. • Develops and extends the synagogue's care network.
12	Communications	<i>Oversees synagogue communications and member updates.</i>	• Responsible for coordinating synagogue communications. • Oversees volunteers responsible for weekly emails, newsletters, noticeboards, digital communications, website content and updates. • Acts as central coordination point for messaging across all portfolios to ensure clarity, consistency, and timely communication to members.
13	Children's Services	<i>Leads children's and family religious provision.</i>	• Oversees all children's and family religious provision including Shabbat and Yom Tov children's services. • Organises the services rotas for each age group. • Coordinates leaders, materials, and safeguarding arrangements. • Works with Education and Events portfolios to support children's engagement and age-appropriate programming.
14	Safeguarding & Security	<i>Ensures safeguarding compliance and security for all synagogue activities.</i>	• Leads safeguarding policy and compliance for children, vulnerable adults and community as a whole. • Acts as safeguarding point of contact • Point of contact for Security Officer who will oversee synagogue security arrangements during services and events, liaise with CST, police, and relevant authorities. • Ensures appropriate security measures are in place when the building is in use.