

**POLICIES AND PROCEDURES**  
**OF THE JEWISH FEDERATION OF GREATER PORTLAND**

Section 1 – Committee Structure

A. Executive Committee

1. Composition The Executive Committee shall be composed of the officers of the Federation. The Chair shall be the chair of the Executive Committee, and a Vice- Chair shall be its vice-chair.

2. Powers and Duties The Executive Committee shall have such powers and authority as may, from time to time, be delegated to it and shall perform such duties as it may be charged with by the Governing Board. The Executive Committee’s duties shall include the exercise of the powers and authority, and performance of the duties, of the Governing Board in case of emergency. The Executive Committee shall be responsible for the enforcement, collection, compromise, and write-off of pledges and related claims, and shall report to the Governing Board on policies related to such matters.

B. Administration and Finance, (with subcommittees on Human Resources and Endowment Investment) Committee

1. Composition The Treasurer shall be Chair of the Administration and Finance Committee, and its members, which shall be no less than 5 or more than 7, shall be as appointed by the -Chair of the Governing Board.

2. Powers and Duties The Administration and Finance Committee and the subcommittees on Human Resources and Endowment Investment shall oversee the financial management, personnel, and endowment investment functions of the Federation, develop the annual budget of the Federation for submission to the Governing Board, and be responsible for such audits of the Federation’s finances as may be required by the Governing Board.

3. Subcommittee on Human Resources

a. Composition. The Human Resources subcommittee shall consist of not fewer than three nor more than - five members, as the Governing Board may from time to time determine. There shall be no requirements or limitations upon the persons who may be members of the Committee other than that they be members of the Federation. All recommendations of the HR Committee will go to the Governing Board for approval.

b. Powers and Duties. The Human Resources Committee shall have the following powers and duties:

i. Periodically review and, if necessary, update:

Employee Manual  
Whistleblower Policy  
Sexual Harassment Policy  
Sabbatical Policy  
Performance Development and Pay Practices Policy  
Evaluation Plan Directions  
Employee Business Expense Reimbursement Policy

ii. Periodically review:

Pension Plan  
Healthcare Benefits  
Dental Benefits  
Vacation and Sick Day Benefits  
Life Insurance Benefits

4. Subcommittee on Endowment Investment

a. Composition The Endowment Fund Committee shall consist of at least 3 members appointed by the Chair.

b. Powers and Duties The Endowment Fund Committee shall work closely with the Oregon Jewish Community Foundation (OJCF) and have the following powers and duties:

Establish general policies and principles, including the determination of standards and guidelines, for the acceptance of contributions and transfers, and for the investment and management of all moneys, properties, and assets of the Fund; and recommend allocations and distributions therefrom to the Governing Board.

ii. Adopt such further policies, procedures and rules for the functioning of the subcommittee on Endowment Investment, the conduct of its affairs, and the discharge of its responsibilities as in its discretion may be necessary and desirable.

iii. In cooperation with the full Administration and Finance Committee, review books and records relating to the moneys, properties, and other assets of the Endowment Fund and its operations, and make quarterly reports to the Governing Board setting forth statements of all moneys, property, and other assets received, held, and distributed by the Endowment Fund.

iv. In cooperation with the full Administration and Finance Committee, exercise such rights, take such steps and perform such acts, including entering into contracts and arrangements and executing and delivering instruments and documents, as may be necessary, appropriate, or desirable in the performance of the functions and discharge of the responsibilities of the Endowment Investment subcommittee.

C. Allocations Committee.

1. Composition

a. The Allocations Committee shall consist of not fewer than 10 members who shall be members of the Federation. A commitment of no more than once absence throughout the course of a year will be enforced, thus ensuring enough representation within the committee.

b. As of July 1, 2011 no member of the Board of Directors of a Partner Agency of the Federation shall concurrently serve on the Allocations Committee,

c. Each member of the Allocations Committee shall make any conflict of interest known to the Committee Chair prior to any deliberation for annual or special requests. The Committee Chair shall direct such member to recuse himself or herself from any affected vote.

2. Powers and Duties The Allocations Committee shall have the following powers and duties:

a. Specify the form of budget to be presented by partner agencies, require each partner agency to submit its budget to the Federation at such time as the Allocations Committee may prescribe, and develop procedures for working with and assisting partner agencies regarding their financial and management operations.

b. Review and consider all requests for allocations from the funds of the Federation, including both annual and special requests, whether submitted by the partner agencies or other requestors, and recommend allocations to the Governing Board.

c. Take into account in its review of allocation requests any general solicitation of funds or independent fund-raising activities of a partner agency.

3. Subcommittee for Ad Hoc Requests. The Allocations Committee may form a subcommittee consisting of no more than five members to make recommendations regarding ad hoc requests to the Governing Board.

D. Financial Resource Development Committee

The Financial Resource Development Committee shall handle and be responsible for all matters relating to the fund-raising function of the Federation, including the annual campaign.

1. Composition

a. The First Vice-Chair of the Governing Board shall serve as Chair of the FRD Committee.

b. The Committee shall consist of no fewer than 5 members of the Federation, appointed by the Chair of the Governing Board, and shall include the Campaign Chair, Endowment Chair, Chair of the Governing Board and the Sponsorship Chair.

2. Powers and Duties

- a. The FRD Committee shall create a plan for implementing the Annual Campaign, raise Endowment Funds and obtain Sponsorships.

## Subcommittees

### **Campaign Committee:**

#### Composition

The Campaign Committee (Cabinet?) shall consist of a Chair and no less than 5 members appointed by the Chair, with the consent of the Chair of the Governing Board.

#### Powers and Duties

The Campaign Committee shall be responsible for developing and implementing a plan for the annual campaign, such plan to include:

- a. Recruitment of solicitors and assignment of prospects
- b. Campaign Events
- c. Campaign marketing and materials
- d. Strategies for the development of new gifts
- e. Recommendations for the development of special initiatives which could be used as incentives to enhance the campaign i.e. matching gifts, solicitor benefits, etc.

### **Endowment Committee:**

#### Composition

The Endowment Committee shall consist of a Chair and no less than 3 members appointed by the Chair with the consent of the Chair of the Governing Board

#### Powers and Duties

The Endowment Committee shall:

- a. Focus on donors with the potential to endow annual campaign gifts and/or fund special projects identified as unmet community needs. Committee members shall assist in identifying likely prospects and, when appropriate, bring the prospect and endowment professional together.
- b. Help to develop endowment related events, such as programs of the Chai Society.
- c. Develop strategies for the recognition of donors who have endowed their campaign gifts/ and or provided funding for a special project.

### **Sponsorship Committee:**

#### Composition

The Sponsorship Committee shall consist of a Chair and no less than 3 members appointed by the Chair with the consent of the Chair of the Governing Board.

#### Powers and Duties

The Sponsorship Committee shall:

- a. Identify the events which shall be appropriate for sponsorship.
- b. Define the benefits associated with such sponsorship.
- c. Identify and recruit potential sponsors.

E. **Community Relations Committee (adopted by JFGP Board Fall 2011)**

1. **Composition** The Community Relations Committee (the “CRC”) shall consist of a chair, vice-chair, immediate past chair, representatives of local member organizations (one per organization), at least three Directors, and at least seven members from the community at large appointed by the chair with the consent of the Chair of the Board and the CRC Executive Committee. Such appointments shall be effective unless otherwise determined by the Governing Board. To the extent feasible, the CRC shall include members who represent the diversity of the Jewish community. The number of the members serving on the CRC who represent local organizations shall be no fewer than one-half of the total members of the CRC.
  
2. **Powers and Duties** The CRC shall have the following powers and duties:
  - a. Promote mutual understanding among all groups in the community and further, through education and otherwise, general public acceptance and practice of the principles promoting human dignity, individual rights, and fraternal relationships across religious, racial, and ethnic lines and groups.
  - b. Develop an intelligent and effective public opinion within and outside of the Jewish community on Jewish community relations issues, problems, and concerns.
  - c. Safeguard, protect, and defend the civil, economic, religious, and social rights of the Jewish people.
  - d. Function as a coordinating and advisory body for the development and implementation of coordinating programs and policies for, and participation by, local Jewish organizations in the field of community relations.
  - e. Be a member of the Jewish Council for Public Affairs (JCPA), and exercise the powers and perform the duties set forth in subparagraph 2.b. within the policies and positions adopted and maintained by the JCPA. If the CRC wishes to adopt a position that is, in the view of the CRC Executive Committee, either (1) not addressed by the JCPA, or (2) different from what is outlined by the JCPA, the CRC will present its views to the Governing Board for approval.
  
3. **Executive Committee** There shall be a CRC Executive Committee, whose vacancies are appointed by the chair with the consent of the Chair of the Board and current members of the CRC Executive Committee. The Executive Committee shall consist of the chair, vice-chair, immediate past chair, CRC subcommittee chairs, up to three additional members of the CRC and, ex officio, the Chair of the Board and President. The CRC Executive Committee shall have the authority to act for the CRC in the absence of contrary directions from the CRC.
  
4. **Voting** Decisions of the CRC shall be made by a consensus vote of its members at a properly noticed meeting. There shall be no voting by proxy. Organizational representatives shall represent the views of their respective organizations.

F. Leadership Development Committee

1. Composition The Leadership Development Committee shall consist of not fewer than five nor more than 15 members, as the Chair may from time to time determine, who shall be members of the Federation. . The Leadership Development Committee shall be formed at the discretion of the Chair at the beginning of each fiscal year.

2. Powers and Duties The Leadership Development Committee shall have the following powers and duties:

- a. Recruit and train persons in the Jewish community for work within and for the Federation and its partner agencies.
- b. Attempt to secure the participation of such persons in the program of the Federation and partner agencies.
- c. Conduct programs to increase the skills and knowledge of those presently serving in the Federation and partner agencies.

G. Nominating Committee v The Nominating Committee shall be appointed and shall have the duties as described in Section IV.C.3. of the By-Laws of the Federation.

H. Women's Philanthropy

1. Composition The Women's Philanthropy (WP) shall consist of a chair and no fewer than 15 members. All members are appointed by the Chair of the Governing Board or the designee of the Chair and shall be expected to make a minimum gift of \$1,000 to the annual campaign. The WPC shall be comprised of women of all ages who come together to promote, enhance and celebrate Jewish life. Members must be committed to building a community that is both welcoming and engaging. All members are expected to solicit on behalf of the campaign, preferably face to face, and to support all WPC and JFGP events to the best of their ability.
2. Powers and Duties The WP shall have the following powers and duties:
  - a. Run an effective and efficient campaign by:
    - i. Assessing and identifying a targeted population (which would include past, present and future leaders) each year to focus on for outreach, cultivation and solicitation.
    - ii. Planning and executing a major women's campaign event.
  - b. Create a vibrant group of strong and caring women who are dedicated to improving our community through philanthropy by:

- i. Developing diverse programming to appeal to a broad cross section of women in the community.
- ii. Using such programming and other touch points, to identify and cultivate potential leaders.
- iii. Preparing women for leadership positions throughout all aspects of the Federation and the community – which includes but is not limited to encouraging women to participate in: leadership development programs; local and national programs and conferences as appropriate; missions overseas; missions to Israel; national Boards such as Young leadership Cabinet and National Women’s Philanthropy.

J. Outreach and Engagement Committee

1. Composition The Outreach and Engagement Committee shall consist of a chair and no fewer than 8 members. All members are appointed by the Chair of the Governing Board or the designee of the Chair.

2. Powers and Duties The Outreach and Engagement Committee shall have the following powers and duties:

3. Mission The mission of the Outreach and Engagement Committee is to further the critical task of the Federation leadership to reach out to fellow Jews in the greater Portland area and engage them in the institutions and programs of the organized Jewish community.

4. Goals To accomplish this mission, the Outreach and Engagement Committee shall have the following duties:

- a. Study the demographics of the Jewish population of the greater Portland area to identify segments that are currently not being adequately served by programs of the organized Jewish community.
- b. Study and catalog the current programs offered by the institutions of the organized Jewish community.
- c. Recommend to the Federation Board new, modified or enhanced programs for consideration by the Board to accomplish the outreach and engagement mission of the Committee.
- d. Implement such outreach and engagement programs as are approved by the Governing Board.

K. Additional Committees The Governing Board may from time to time establish such additional standing and temporary committees and assign such powers and duties to them as it may determine necessary.