

Beit Am New Building Committee Charter

1. Purpose of this Charter

- a. The Beit Am New Building Committee (NBC) Charter is the official document from the Beit Am Board of Directors that empowers the New Building Committee to act.
- b. This Charter describes the mission of the NBC, how this mission is to be accomplished, and the expected outcomes of the New Building Committee.
- c. This charter serves as the "roadmap" that the NBC and the Beit Am Board have created to make sure that all involved are clear about where they're heading, and to give direction when times get tough.

2. New Building Committee Mission and Objectives

- a. Mission
 - i. The primary objective of the NBC is to create a new home for the Beit Am community on the Harrison Blvd property that reflects Beit Am's mission, vision, and values.
 - ii. The NBC fosters a cooperative environment for Beit Am's members to participate in the new building effort through communications and involvement. A successful New Building Project will unite the community in new and meaningful ways.
- b. Objectives. The NBC's objectives are as follows:
 - i. Provide management oversight, guidance, and support to the New Building Project.
 - ii. Develop the program and project plans necessary to complete New Building Project on time and within budget
 - iii. Review and approve recommendations made by the NBC sub-committees.
 - iv. Provide information on a regular basis, and recommendations as necessary, to the Beit Am Board on ongoing and planned NBC activities.
 - v. Develop, collect, and distribute New Building Project information to the Beit Am Board, project stakeholders, and members of the Beit Am community.

3. Composition and Roles:

- a. The NBC is comprised of the following members:
 - i. NBC Chair (voting member). This individual is appointed by and reports directly to the Beit Am Board of Directors
 - ii. New Building Finance Sub-Committee Chair (voting member). This individual is appointed by the Board

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- iii. New Building Design Sub-Committee Chair (voting member). This individual is appointed by the Board.
 - iv. New Building Capital Campaign Sub-Committee Chair (voting member). This individual is appointed by the Board.
 - v. New Building Planning and Government Affairs Sub-Committee Chair (voting member). This individual is appointed by the Board.
 - vi. The Beit Am Rabbi (non-voting member).
 - vii. The Beit Am Board President (non-voting member).
 - viii. Beit Am Congregation At-Large Member (voting member). This individual is appointed by the Board.
- b. The NBC Chair is empowered to recruit new voting members or to recommend the replacement of existing voting members of the NBC. The NBC Chair shall submit new NBC committee voting member nominations to the Beit Am Board for approval.

4. Authority and Boundaries

- a. The NBC reports directly to the Beit Am Board of Directors. The Board expects the NBC to present proposals on all aspects of the project, which will then be reviewed and/or modified for approval by the Board. After approval, the NBC will execute the plan.
- b. The NBC is empowered to make individual purchase decisions that deviate from the approved plan up to \$5,000. Beyond that, the NBC must gain Beit Am Board approval. The splitting of purchases to multiple vendors or transactions in order to bypass this process is not allowed.
- c. The NBC Chair shall ensure that all deviations to the budget are reported to the Finance sub-committee as they occur. The NBC Chair presents all budget deviations to the Board for approval at monthly Board meetings.
- d. The NBC Chair or designee shall attend Beit Am board meetings throughout the duration of the New Building project.
- e. The NBC Chair shall prepare updates for the Board and present any items that require Board approval.
- f. The NBC chair may request consultation from the Beit Am Board President or President's designee to address urgent New Building Project business.
- g. The NBC and the Beit Am Board must engage in assertive negotiations to ensure that the New Building Project mission is achievable, and that sufficient resources are made available and deployed to achieve that mission.

5. Resources and Support

- a. The NBC shall present the various project budgets and submit them to the Beit Am Board for approval.

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- b. The NBC is empowered to establish various teams as necessary to accomplish specific tasks.
- c. At the outset of the New Building Project, the Beit Am Board established the following sub-committees:
 - i. Planning and Government Affairs
 - ii. Finance
 - iii. Fund Raising
 - iv. Building Design
 - v. Construction
- d. The NBC is empowered to form new sub-committees as necessary to meet the stated mission and objectives. The NBC is empowered to form these sub-committees and to appoint individuals to these sub-committees.
- e. The NBC is empowered to recruit a Professional Construction Project Manager (CPM) for Board approval. The CPM is responsible for
 - i. Project management planning.
 - ii. Cost management.
 - iii. Quality management.
 - iv. Contract administration.
 - v. Safety management.

6. Operations

- a. The NBC will meet at least once a month throughout the duration of the New Building Project. NBC meetings are advertised in the Beit Am newsletter and included in “What’s Happening at Beit Am.”
- b. The NBC Chair may also call ad hoc meetings for issues requiring immediate attention.
- c. Meetings may be conducted via teleconference to accommodate travel and other situations.
- d. The meetings will be attended by the NBC members and by any additional people whose presence may be required by the NBC. The meetings are open to all members of the Beit Am community.
- e. A quorum must be present for the approval of all NBC decisions. A quorum is defined as a simple majority of voting members.
- f. Decisions requiring a vote shall be approved by a simple majority of voting members present at the meeting. The NBC Chair shall make the final decision should an issue put to a vote result in a tie.
- g. Agendas will be published in advance of any meeting (time permitting) and agenda items will include a review of the status of the previous meeting’s action items, status reports of the various team activities and initiatives, and discussion and voting on recommendations.

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- h. The NBC recorder, appointed by the NBC Chair, is responsible for writing the minutes of the meetings. The contents of the minutes will include a list of the attendees, issues discussed, a listing of the action items (with assignments and deadlines), and the results of any votes taken.
- i. Highlights of NBC meetings will be made available on the Beit Am website within 30 calendar days of each NBC meeting.

7. Negotiation and Agreement

- a. It is vital that any issues or questions about the NBC Charter or issues related to the NBC mission and objectives be presented to the Beit Am Board for discussion, consideration, and resolution.
- b. Revisions to this Charter must be approved by the Beit Am Board.

Approving Signatures

Beit Am President: _____

Date: _____

NBC Chair: _____

Date: _____