

The Advisory Board* of Chabad of Cary

Function

- Advise and help the Rabbi and Rebbetzin in day-to-day programming, budgeting, fundraising, marketing, and strategic planning
- Recommend actions to the Rabbi/Rebbetzin
- Approve the yearly budget each December
- Help ensure a transparent Chabad of Cary
- Assist in representing Chabad of Cary to the wider community

Financial

- One member of the Executive Committee will service as Chief Financial Officer, reviewing our finances from the online quickbooks file that is managed by our CPA/bookkeeper. The CFO will send monthly reports to the other members of the advisory board.
- All financial and donor information is to remain confidential.
- 2 Members of the advisory board to be signatures on the Chabad of Cary bank account in addition to the Rabbi and Rebbetzin.
- 2 Signatures are needed on all checks more than \$1000 as well as any check from the Building Fund
- Quarterly Profit/Loss Statements to be made available to donors of Chabad of Cary

Meeting

- Meetings of the Executive Committee are to be held at least quarterly.
- Executive Committee Members have two year terms. These can be staggering.
- One member of the executive committee should take minutes at the meeting. Minutes to be sent to the committee for review and signed by the Rabbi or Rebbetzin.

*or "Executive Committee" as called in the Chabad of Cary Bylaws