

The Board of Mosaic Jewish Community Limited - role descriptions



- Chairman
Leading the Mosaic management team, chairman of meetings, lead the community alongside Synagogue Chairmen and Rabbis, and be the public face of Mosaic. Specifically the Mosaic membership team reports to the Mosaic Chairman.
- Vice Chairman
Support the Mosaic Chairman and undertake projects as agreed with the Mosaic Board
- Treasurer
Prepare the Mosaic budget and agree with Synagogue treasurers. Manage and control Mosaic expenditure.
- Administration Officer
Manage New Community staff, and the activities of the Mosaic shared office and procurement. Act as Company secretary, and on behalf of the charity. Manage building(s) owned and rented (once we are in our new home).
- Communications Officer
Manage communications with both members and the wider world including teams responsible for website, magazine, weekly & monthly newsletters, social media, public relations, and advertising the New Community and our activities
- Youth & Hamakom Officer
Chair of the Religion School Board of Governors, manage our activities for children & youth (with the Community teams)
- Community Activities Officers
Planning the diary of events through the year, managing the teams that organise these events, developing Mosaic by targeting events at new members and drawing members into greater involvement in the community and synagogues. Managing, supporting and developing our regular activities and programmes including teams for social “clubs”, adult education, Israel, Social Action / Tikkun Olum etc. Specifically for year 1 to define how this role is taken forward – with the expectation that this role will likely be split into 2 roles from year 2 onward.
- Development Officer (projects)
Initial projects: Mosaic creation & “post implementation”, strategy & ethos, search for a new home, fund raising / major donors