



## **J STREET 501(c)(4) BOARD MEMBER RESPONSIBILITIES**

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### **General Expectations**

- Commit to participate in monthly board calls;
- Commit to read and respond in a timely-manner to all board-related emails -- understanding that in special circumstances, last-minute calls may be scheduled and that your engagement and vote by email on important board business may be requested within 24 - 48 hours, and in special cases within an even shorter window of time, between monthly board meetings;
- Attend two in-person board meetings in Washington, DC by participating in:
  - J Street's Annual Leadership Summit;
  - J Street's Annual Conference;
- Commit to lobby during Advocacy Day (Spring, final day of the conference);
- Maintain or develop a personal relationship with one or more Members of Congress or their office to advance key J Street legislative priorities;
- Remain informed about J Street's mission, policies, and programs;
- Keep up-to-date on major news and developments in US politics and the American Jewish community related to Israel and the Israeli-Palestinian conflict;
- Consider participation in at least one standing committee
- Travel to the region, participating in a J Street Leadership Mission or CODEL.

### **Financial Oversight, Contributions, and Fundraising**

- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements;
- Make a personal annual donation to J Street;
- Serve as an ambassador for J Street informing other potential supporters and allies about our work and connecting J Street staff to potential donors;
- Commit to support regional and national special events, including J Street's regional C4 fundraisers, and national Gala Dinner;