



## Scottish Council of Jewish Communities

### **Governance policy**

#### **The constitution**

SCoJeC is constituted by the Jewish communities of Scotland. Although the Council is composed primarily of representatives from those communities, its representatives are not mandated by the constituent communities. SCoJeC's objectives are distinguishable from the objectives of the communities. As defined in its constitution, SCoJeC's independent objectives include

- education about Jewish life and practice
- advancing the welfare of Jewish communities
- promoting participation in civic life, and
- the promotion of racial harmony

#### **The role of the Executive**

All authority derives from the Council. The Council is responsible for policy, and policies are legitimate only when they have been proposed to Council and accepted. The Council may delegate authority, but all decisions and actions have to be approved by the Council, by prior agreement or by subsequent reporting and accountability.

The role of the Executive as a whole should be:

- to propose policy or activities to the Council;
- to receive reports from its office-bearers and officials, including Director, Chair, and Treasurer;
- to report to Council.

The Executive should have delegated authority from the Council to undertake in SCoJeC's name:

- activity related to Scottish government and politics;
- the delivery of support to Scotland's Jewish communities;
- external relations and objectives consistent with SCoJeC's constitutional objectives;
- other fields of activity which the Council authorises.

This is subject to the provisos that:

- all decisions made on behalf of SCoJeC should be based as far as possible on a consensus;
- the Executive should report, at each Council meeting, public and external activities undertaken in the Council's name.

The Executive has authority to act prior to a Council meeting if an urgent decision is required, provided that every effort is made to consult members of Council expeditiously.

## **The role of SCoJEC's office-bearers**

The role of the Chair should be:

- to represent the Executive in day to day management of officers;
- to conduct meetings and oversee the process of decision making;
- to propose policies for governance;
- to report to the Executive.

The role of the Treasurer should be:

- to oversee the financial affairs of the organisation;
- to propose financial policies;
- to report to the Executive.

## **The role of the officials**

The role of the Director should be:

- to manage and implement agreed policies;
- to manage staff and volunteers to propose policies to the Executive;
- to report to the Executive.

The Director is accountable for actions to the Executive, represented in day to day management by the Chair. All other staff and volunteers are accountable for their actions to the Director.

The officials of SCoJeC have delegated authority from the Council for the following activities, but Council requires the officials to report those activities to the Executive:

- actions undertaken within the scope of other delegated authority (e.g. representations);
- negotiations of relationships with other organisations;
- all administrative actions related to activities for which the Council is itself required to account to an external body (such as grant-related activity about which a report must be submitted to the funder);
- human resources work, subject to budget, and discipline of staff;
- contribution as a delegate to such organisations as Council has agreed to participate in.

The officials of SCoJeC have delegated authority from the Council to undertake the following activities without being required to render a specific report to the Executive or to Council:

- implementation of previously agreed courses of action, with the exception of activities in the previous section;
- attendance at meetings, and
- the development and negotiation of proposals.