



Council Member Job Description

Jewish Community Relations Council (JCRC) of the Jewish Federation of Greater Seattle

POSITION SUMMARY

Council members of the Jewish Community Relations Committee (JCRC) are responsible for engaging in deliberative, consensus building, conversations around public affairs issues. This position works in partnership with the JCRC Director, JCRC Board Chair, and Federation JCRC Staff.

PRIMARY COMMITMENT

Council members are expected to be committed to and passionate about the [mission and work of the JCRC](#), particularly the importance of building consensus and fostering relationships. Strong councilmembers are analytical, open-minded, goal-oriented and understand the value JCRC and Federation bring to the community and will bring their relationships, connections, professional background, education, and skills to the role.

PRIMARY RESPONSIBILITIES

- Embody the [JCRC values](#)
- Uphold the JCRC's guidelines for [Honest and Respectful Conversations](#)
- Work for the wellbeing and success of the JCRC including promoting its mission and work to the broader Jewish and non-Jewish communities
- Attend all JCRC Council meetings and additional meetings and events for other JCRC Council work as able
- Become informed about issues of concern to the JCRC Council in order to effectively engage in, debate, and build consensus on policies
- Be knowledgeable about issues and key figures in the community-at-large in order to shape, vote on, and communicate thoughtfully about policy issues
- Engage personal and organizational (where applicable) networks in support of the JCRC's work and be an active "ambassador" for the JCRC in the Jewish and broader community
- Actively work to build relationships with other council members in service of reaching consensus
- Provide input and feedback to staff for planning and evaluation purposes
- Represent the JCRC at events with the general Greater Seattle area community
- Contribute a meaningful annual financial gift to the Jewish Federation's annual campaign
- Participate in JCPA-convened learning opportunities, trainings, and conversations as needed and able

TIME COMMITMENT

- Term length: 2 years
- Approximately 4 hours/month (*except in the years in which the JCRC creates a consensus statement, in which the time commitment will be greater*)
- Meetings include:
 - JCRC Council Meetings (approximately 4x/year)
- Eligible to serve up to three consecutive terms

CONFIDENTIALITY

Respecting the privacy of our donors, members, staff, and volunteers of the JCRC is a basic value of the Federation. Personal, financial and business information is confidential and should not be disclosed or discussed with anyone outside of the JCRC Board without permission or authorization from the JCRC Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. As a JCRC Council member, you may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of the Federation that such information must be kept confidential both during and after volunteer service. You are expected to return materials containing privileged or confidential information at the time of separation from service at the Federation.