



AMERICAN CONFERENCE *of* CANTORS

Sacred music. Spiritual leadership. Jewish life.

SEARCH COMMITTEE MEMBER JOB DESCRIPTION

Qualifications

- Have a connection to diverse constituencies of the congregational community; for example: ritual committee members, education committee members, youth, financial supporters, long-standing members, day school families, choir members, seniors, social action committee members, etc.
- Articulate, open-minded, and able to work as part of a team

Job Responsibilities

- Review, discuss and rank candidates for the position of Cantor – leading to a recommendation to the congregation's Board of Trustees
- Work with other committee members in a positive, productive way
- Facilitate open communication
- Participate in the writing of interview questions and assessing the answers received.
- Make phone calls to candidates' references and report these conversations to the committee
- Maintain the integrity of the committee by keeping confidences concerning potential candidates, as well as other committee members
- Participate actively, when asked, in escorting potential candidates around town, providing hospitality as needed (e.g., a welcome basket in the hotel room) and assisting with phone calls, reservations, itineraries and general committee duties as needed

Compensation

- The understanding that you are serving your community in the most important way possible. You will have the respect and trust of the Board of Directors, your co-committee members, and your entire congregational family