

WRJ Mission Statement

Women of Reform Judaism (WRJ) strengthens the voice of women worldwide and empowers them to create caring communities, nurture congregations, cultivate personal and spiritual growth, and advocate for and promote progressive Jewish values.

District Area Director

Department: Executive Committee

Supervisory Contact: District 1st Vice President

WRJ Resources:

- WRJ 1st Vice President
- WRJ Professional, Department of Programs and Affiliate Services
- WRJ Executive Director

Objectives:

- Ensure that the district is the liaison between local sisterhoods and WRJ
- Directly contact local affiliated sisterhoods and their presidents
- Facilitate dialogue between local sisterhoods and WRJ Experts when needed
- Create and represent the district at area days
- Represent the district at local sisterhood events

Expectations:

- Keep District notebook current with correspondence, results of your efforts, mailings when appropriate, and minutes. At the end of your term, turn your notebook over to your successor
- Attend all district events
- Establish and maintain regular contact with your assigned sisterhoods
- Prepare reports to be presented at district board meetings
- Prepare reports to be presented at district conventions and interims.
- Communicate with District 1st VP on a regular basis
- Be active in your local sisterhood

Responsibilities:

- Become familiar with the WRJ Central District Bylaws and Policies noting the responsibilities that specifically relate to your position.
- Submit summary reports of your sisterhoods to the district president, and the First Vice President.
- Make telephone contact with your assigned sisterhoods at least four times per year
- Maintain e-mail communication with your assigned sisterhoods as much as possible
- Visit each of your assigned sisterhoods at least once during a biennial period
- Create at least one area event per year with some or all of your assigned sisterhoods

Job Description-Area Director
6/2016

- Support any Area Days to which your sisterhoods are invited – encourage participation, invite sisterhoods, and present content as requested
- Encourage local Sisterhoods to participate in the District Biennial Awards Program by submitting effective programs in the appropriate category
- Disseminate WRJ information to your assigned sisterhoods
- Report any change of sisterhood leadership or contact information to the appropriate district board members
- Refer your assigned sisterhoods to the appropriate VP and chair in the district (ex: YES Fund questions to the correct VP and chair)
- Refer any problems in your assigned sisterhoods to all appropriate VP's and the District 1st VP
- Keep detailed written records of all communication with your assigned sisterhoods
- Compile and maintain written records of your duties and responsibilities, including a timeline of your two-year responsibilities
- Maintain old records and materials that are passed on to you from prior officer
- Submit bills, including telephone, duplicating and/or mailing expenses incurred for District business to the District President
- Submit a written report to the Vice President twice a year – for Fall and Spring Executive Committee meetings – and at the end of term. A copy of each report is placed in your Area Director notebook.
- Assure that your records are passed on at the end of your term
- Attend WRJ Fried Leadership Conference when possible

Qualifications:

- Knowledge of and abide by WRJ's mission statement
- Be aware of all duties and obligations of your position
- Be able to devote the necessary time to fulfill your duties
- Be knowledgeable and able to be the public representative of WRJ
- Develop leadership potential of other board members
- Perform as a role model