

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..

Awards Chair

Department: Marketing and Communications

Supervisory Contact: District Vice President Marketing and Communications

WRJ Resources:

- WRJ Executive Director
- WRJ Department of Marketing and Communications

Objectives:

- ^ Promotion and coordination of District biennial awards programmatic
- ^ Encouragement of local sisterhoods to participate in the awards program

Expectations:

- Attend all district events
- Report to District Vice President prior to all District Executive Committee and Board meetings
- Communicate with District 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
- Maintain a file of procedures and materials related to the Awards program
- Maintain a notebook with correspondence and results of contacts
- Update/create the district brochure describing the Awards program
- Distribute the brochure to the Executive Committee and Board
- Submit articles to the district bulletin promoting the Awards program
- Encourage local sisterhoods through written correspondence or by telephone, to submit programs/projects for consideration by the Awards Committee
- Chair the district awards committee
- Serve as editor of the awards booklet, listing all winning projects
- Assist with the distribution of the booklet
- Announce the winning sisterhoods at the district convention
- list winners in the post-convention bulletin
- Assist in developing District Area Days and conference as requested
- Organize and/or participate in district workshops as requested
- 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 the Awards Chair notebook.
- Maintain contact with District Vice President
- Pass on all records as directed at the end of term

Job Description-Awards Chair
6/2016

Qualifications:

- Knowledgeable about Sisterhood and Women of Reform Judaism
- Communication skills
- Computer skills
- Marketing and promotional skills helpful
- Self-starter