

Job Description-President
6/2016

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.

Bulletin Editor

Department: Executive Committee

Supervisory Contact: District President

WRJ Resources:

Objectives: Promotion of activities/events of local sisterhoods and projects of the Women of Reform Judaism through a quarterly newsletter

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 Central District meetings and events.
- Present reports at Central District conventions and interims.
- Communicate with Central District President on a regular basis.
- Submit any bills including telephone expenses incurred for district business to the district president.
- Be an active member in your local sisterhood
- Be an active member of Central District Executive Committee

Responsibilities:

- Become familiar with the WRJ Central District Bylaws and Policies noting the responsibilities that specifically relate to your position
- coordinate and edit quarterly bulletin which is distributed to Central District Board members, local sisterhood presidents and selected board members, various Women of Reform Judaism and URJ volunteers and staff
- Send notices reminding Central district Board members and local sisterhood presidents about bulletin deadlines
- Contact those sisterhoods that need help in her area of expertise
- Maintain the district mailing list for the bulletin
- Assist in developing District Area Days and conferences 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 the District President twice a year – for Fall and Spring Executive Committee meetings-and at the end of the term. A copy of each report is placed in the Bulletin Editor's notebook.
- Maintain contact with District President and District Vice Presidents
- Pass on all records as directed at the end of term

Qualifications:

- Strong writing and editing skills
- Layout and design abilities
- Computer skills
- Experience with printing brochures or newsletters helpful
- Ability to meet deadlines and schedules
- Self-starter