

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.

Convention Facilitator

Department: Executive Committee

Supervisory Contact: First Vice President

WRJ Resources:

Objectives: To assist the First Vice President with planning and implementation of all phases of District meetings (e.g., Biennial, Leadership Conference, Interim Board Meeting)

Expectations:

- Keep District notebook current with correspondence, results of your efforts and mailings when appropriate. 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 First Vice President on a regular basis
- 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 arrangements and logistics for leadership conference/interim board meeting and the biennial convention
- Assist in negotiating for lowest hotel rates and other details
- Create promotional flyers
- Ensure district president signs the necessary contracts
- Assist the First Vice President in any way necessary

Qualifications:

- Negotiating skills
- Computer literacy
- Can take directions