

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.

Historian

Department: Executive Committee

Supervisory Contact: District President

WRJ Resources:

Objectives: Maintenance of records of the District Activities and programs for historical value

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
- Keep a chronological record in a scrapbook of the District meetings through collection of photographs, written documents and minutes
- Keep the history of the District up-to-date
- Display scrapbook(s) at Interim and Biennial meetings
- Assist in developing District Area Days and conferences as requested
- Organize and/or participate in District workshops as requested
- Respond to local sisterhood requests regarding scrapbooking
- Submit bills, including telephone, duplicating and/or mailing expenses incurred for District business to the District President
- Submit a written report to the 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 Historian's notebook.

Qualifications:

- ♣ Familiar with ongoing activities of the District
- ♣ Attention to detail
- ♣ Photography skills helpful; artistic and creative ability a bonus