

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 President – CVO (Chief Volunteer Officer)

Supervisory Contact:

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

Objectives:

- Ensure that the district is the liaison between local sisterhoods and WRJ
- Focus the district on effectively serving local sisterhoods
- Provide leadership to the district board
- Supervise officers and committees of the district

Expectations:

- Preside at all district meetings and events
- Monitor progress of goals and objectives of district
- Appoint committee chairs and/or committees in conjunction with any constitution or by-law mandates
- Support and serve *ex officio* on all committees, according to District constitution and by-laws
- Support and oversee all district officers and board members
- Present reports of the district at all district board meetings, interim meetings and biennial conventions
- Communicate with local sisterhoods on a regular basis
- Communicate with the district board on a regular basis
- Communicate with URJ Regional office(s) on a regular basis
- Be active in your local sisterhood
- In conjunction with the District VP of Development and Special Projects and the new affiliates chair, assume responsibility for adding new affiliates to the district
- 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

Responsibilities:

- Become familiar with the WRJ Central District Bylaws and Policies noting the responsibilities that specifically relate to your position
- Submit reports of the district to the WRJ office and to the WRJ 1st VP twice per fiscal year
- Compile and maintain written records of your duties and responsibilities, including a timeline of your two-year administration
- Maintain old records and materials that are passed on to you from prior administrations
- Assure that your records and ALL records of board positions are passed on at the end of your administration
- Maintain an organized collection of WRJ materials
- Approve all bills before payment
- Approve any correspondence that is sent out on district letterhead

Job Description-President
6/2016

- At the beginning of your term, write a letter of introduction of yourself and the new district administration to:
 - Each congregational rabbi and/or Temple president in your district
 - The URJ regional director(s)
- Submit all district event programs and materials to the WRJ office before printing
- Submit district budget to WRJ office for approval before biennial
- Attend as many district area events as possible
- Attend all WRJ events to which district presidents are invited
 - WRJ Fried Leadership Conference
 - WRJ Board meetings
 - District Presidents Council
- Attend major URJ regional events.
- Consult and provide direct oversight to biennial and interim meeting chairs
- May appoint one delegate-at-large to the WRJ Fried Leadership Conference, preferably a potential leader
- Appoint, in accordance with the executive committee, the district representative to the WRJ committee on nominations for the board of directors
- Review and be a signatory on all contracts and agreements to which the district is a party in accordance with WRJ policies
- All contracts above \$1000 must be approved by WRJ prior to signing
- Serve as a member of the Central District Finance Committee

Qualifications:

- Served on district board for minimum of two years
- 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
- Be prepared to be an active and involved past president