

### **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 Treasurer**

**Department: Executive Committee**

**Supervisory Contact:** District President

#### **WRJ Resources:**

- WRJ 1<sup>st</sup> VP
- WRJ Professional, Department of Programs and Affiliate Services
- WRJ Executive Director

#### **Objectives:**

- Monitor district's financial operations
- Responsibly handle the income and expenses of the district
- Deposit all monies in a timely manner
- Keep the district president and district board informed of all activity
- Directly supervise financial and/or membership secretary if this position exists

#### **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 district events
- Present reports at district board meetings
- Present reports at district conventions and interims
- Communicate with district president 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
- Receive all monies of the district and maintain the bank account/s
- Compile and maintain written records of your duties and responsibilities, including a timeline of your two-year responsibilities
- Maintain old records and materials that are passed on to you from prior officer
- Assure that your records are passed on at the end of your term

## Job Description-Treasurer

6/2016

- Pay all bills when approved by the district president
- Develop and collect expense vouchers for all reimbursable expenses
- Serve as a member of the Central District Finance Committee
- Submit an annual report to the district president, the WRJ 1<sup>st</sup> VP, and WRJ professional of the Department of Programs and Affiliate Services
- Submit biennial period budget to the WRJ 1<sup>st</sup> VP, and the WRJ professional of the Department of Programs and Affiliate Services
- If the district does not have a financial or membership secretary, the treasurer will bill for and collect district dues as well as keep accurate records of membership
- Attend as many district area events as possible
- Attend WRJ Fried Leadership Conference when possible

### **Qualifications:**

- 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

### **Chairs (possible positions):**

- Membership