

### **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 Vice President, Marketing and Communications**

**Department:** Executive Committee/Marketing and Communications

**Supervisory Contact:** District President

**WRJ Resources:**

- Department of Marketing and Communications
- WRJ Executive Director

**Objectives:**

- Ensure that the chairs and committees of the department serve as liaisons between local sisterhoods and WRJ
- Keep the district president and district board informed of all departmental activity
- Keep the WRJ VP of Department on Marketing and Communications and the WRJ professional informed of all departmental activity
- Directly supervise chairs

**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
- Directly supervise and be responsible for the chairs of the department
- Ensure that reports of each chair are presented at district board meetings
- Ensure that reports of each chair are presented at district conventions and interims
- Communicate with chairs on a regular basis
- Work directly with the corresponding secretary

**Responsibilities:**

- Become familiar with the WRJ Central District Bylaws and Policies noting the responsibilities that specifically relate to your position
- Submit reports of each chair to the district president, the WRJ professional and the WRJ VP of this department at least once per fiscal year
- Serve as a member of the Scholarship Selection Committee
- Compile and maintain written records of your duties and responsibilities, including a time line 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
- At the beginning of your term, train your chairwomen
- Attend as many district area events as possible

Job Description-VP Marketing and Communications  
6/2016

- Attend WRJ Assembly when possible

**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

**Chairs (to include, but not limited to):**

- Website
- Awards
- Speakers Bureau