

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.

Parliamentarian

Department: Executive Committee

Supervisory Contact: District President

WRJ Resources:

Objectives:

- Ensure orderly conduct of all District meetings
- Ensure maintenance and updating of official District documents of authority

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
- Be available to the District President at meetings to provide rulings on parliamentary procedure.
- Maintain Bylaws and Policies and provide official copies of these when requested.
- Chair Bylaws Committee as requested by President.
- Maintain and update officer and chair job descriptions as needed.
- Chair the Rules Committee.

Qualifications:

- Knowledge of and willingness to abide by WRJ's mission statement;
- Awareness of all duties and obligations of WRJ Central District Parliamentarian;
- Ability to devote necessary time to fulfill duties;
- Knowledge and ability to be a public representative of WRJ;
- Knowledge of parliamentary procedure;
- Understanding of how District Board functions and nature of Board positions;
- Leadership and communication skills.

