

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 1st Vice President

Department: Executive Committee

Supervisory Contact: District President

WRJ Resources:

- WRJ 1st Vice President
- WRJ Executive Director

Objectives:

- Ensure that the district is the liaison between local sisterhoods and WRJ
- Assist the district president and serve in her role if necessary
- Directly supervise area directors

Expectations:

- Become familiar with the WRJ Central District Bylaws and Policies noting the responsibilities that specifically relate to your position
- 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
- Preside at any district meetings and events at which the president is unable to attend
- Directly supervise and be responsible for the chairs of the district biennial convention and interim meeting
- Ensure that reports of each area director are presented at district board meetings, district conventions and interim meetings
- Communicate with area directors on a regular basis
- Be active in your local sisterhood

Responsibilities:

- Submit compilation reports of the area directors to the district president at least once per fiscal year
- 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
- At the beginning of your term, conduct a training session with your area directors
- Serve as a member of the Central District Finance Committee
- Serve as a member of the Scholarship Selection Committee and will notify sisterhood presidents of eligibility for scholarships

Job Description-1st Vice President
6/2016

- Attend as many district area events as possible
- Attend all WRJ events to which district 1st vice presidents are invited
 - WRJ Fried Leadership Conference
 - WRJ Board meetings (voice/not vote)
 - District Presidents Council

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