

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 Corresponding Secretary

Department: Executive Committee

Supervisory Contact: District President

WRJ Resources:

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

Objectives:

- ▲ Create and maintain all communications for the district
- ▲ Create and maintain a database and mailing list of district sisterhood membership
- ▲ Create and maintain a database and mailing list of district board membership
- ▲ Keep the district president and district board informed of communications
- ▲ Ensure timely distribution of district communications
- ▲ Work directly with the newsletter and/or other communication 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 meetings and 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
- ⤴ Assist district president with correspondence, both handwritten and electronic
- ⤴ Use uniongrams when appropriate
- ⤴ 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
- ⤴ Notify district president when any communication is received and respond to communication appropriately
- ⤴ Provide mailing labels when requested by president
- ⤴ If appropriate, create district stationery
- ⤴ Submit a report to the district president at least once per year
- ⤴ Attend as many district area events as possible
- ⤴ Attend WRJ Fried Leadership Conference when possible

Qualifications:

- ⤴ Knowledge of and abide by WRJ's missions 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