

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.

Immediate Past President/Chair of Nominating & Finance Committees

Department: Executive Committee

District Supervisory Contact: District President

WRJ Resources:

- WRJ First Vice President;
- WRJ Professional – Department of Programs and Affiliate Services
- WRJ Executive Director

Objectives:

- ▲ To ensure continuity of District leadership by selection of officers and board members to serve on the District Board.
- ▲ To help in the development of a financial plan for the Central District.

Expectations:

- Keep District notebook current with correspondence, results of previous two chairs, results of your efforts and mailings when appropriate. 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
- 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
- ▲ Chair the Central District Finance Committee
 - Verify that new signature cards are executed when officers change. There shall be at least two (2) signatures for each account.
 - Chair shall call meetings of the Finance Committee
 - Semi-annually to review the portfolio
 - Annually to meet with the financial advisor
 - Prepare reports to the Executive Committee
- ▲ Chair the Central District Nominating Committee.
 - Notify Nominating Committee of time and place of meeting and their responsibilities.
 - Establish if alternates will be required
 - Arrange hotel accommodations for committee members
 - Send letters to local Sisterhood presidents and current District Board members seeking suggestions for nominees
 - Instruct the Nominating Committee on the importance of its responsibility'
 - Work with committee to select qualified eligible candidates to serve in the District Board positions
 - Fill vacancies as needed during a term of office after consultation with the President and the Nominating Committee

Job Description-Past President/Chair of Nominating/Finance
6/2016

- Send confirmation letter to people who accept positions on incoming Board.
- After Installation, send letter notifying Rabbi of Congregants elected position on District Board
- ⤴ Submit any bills including telephone expenses incurred for District business to the District President
- ⤴ Assist the President as needed.

Qualifications:

- Knowledge of and willingness to abide by WRJ's mission statement
- Awareness of all duties and obligations of WRJ Central District Past President Knowledge and ability to be a public representative of WRJ
- Ability to develop leadership potential of other board members
- Performance as a role model;
- Knowledgeable about potential leadership for the District Board; familiar with local Sisterhood board members
- Understanding of how District Board functions and nature of Board positions
- Leadership and communication skills.