

## **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 Recording Secretary**

**Department:** Executive Committee

**Supervisory Contact:** District President

### **WRJ Resources:**

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

### **Objectives:**

- ▲ Create and maintain record and minutes for the district
- ▲ Ensure timely distribution of district records and minutes
- ▲ Work directly with the corresponding secretary

### **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 vents
- ▲ 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
- ▲ Create a written record, including attendance, of all district meetings, as well as conference calls
- ▲ Distribute minutes within one month of a meeting
- ▲ Maintain copies of all minutes, recordings and official documents

- ⤴ 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
- ⤴ Maintain a copy of the district constitution, by-laws and policies
- ⤴ Attend as many district area events as possible
- ⤴ Attend WRJ District Leadership Conference when possible

**Qualifications:**

- ⤴ 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