

### **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.*

### **YES Fund Chair**

**Department:** Development and Special Projects

**Supervisory Contact:** District Vice President Development and Special Projects

#### **WRJ Resources:**

- WRJ VP, Department of Development and Special Projects
- WRJ Professional, Department of Development and Special Projects
- WRJ Executive Director
- WRJ Professional Development and Special Projects

#### **Objectives:**

- Encouragement of local Sisterhoods to use and support major WRJ funds, YES Fund and Uniongrams
- Promotion of awareness among local Sisterhoods of projects and activities of the WUPJ.
- Encouragement of local Sisterhoods and members to join WUPJ,
- Assistance for local Sisterhoods in developing programs focused on the activities of the WUPJ

#### **Expectations:**

- Attend all district events
- Report to District Vice President prior to all District Executive Committee and Board meetings
- Communicate with District VP 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
- Contact local Sisterhoods at least once a year by letter or phone advising them of your availability as a resource person in this area;
- Maintain a file of all Women of Reform Judaism YES Fund resources, promotional materials, programs, and order forms for copying and distributing to local Sisterhoods on request
- Maintain a file of all Women of Reform Judaism resources regarding World Union for copying and distributing to local Sisterhoods on request
- Should be on WUPJ mail and e-mail lists
- Promote membership in and activities of the WUPJ to local Sisterhoods
- Submit articles regularly to the District bulletin about YES Fund information, programmatic ideas, promotion of contributions, resources, etc.
- Submit articles regularly to the District bulletin about projects of the Women of Reform Judaism related to WUPJ efforts
- Maintain a notebook with correspondence, results of contacts, mailings, and minutes
- Motivate local Sisterhoods to increase giving in these areas
- Respond to local Sisterhood requests regarding YES Fund and WUPJ issues
  
- Assist in developing District Area Days and conferences as requested

Job Description-YES Fund/Circle of Service/WUPJ Chair  
6/2016

- Organize and/or participate in District workshops as requested
- Submit bills, including telephone, duplicating and/or mailing expenses incurred for District business to the District President
- Submit a written report to the Vice President twice a year – for Fall and Spring Executive Committee meetings – and at the end of term. A copy of each report is placed in the YES Fund/Circle of Service Chair notebook.
- Maintain contact with District Vice President
- Pass on all records as directed at the end of term
- Support and create YES Fund events at all district conventions and interims

**Qualifications:**

- Knowledgeable about Sisterhood and Women of Reform Judaism
- Knowledgeable about WRJ funds, especially Yes Fund and WUPJ and their programs
- Ability to promote programs/projects/fundraising activities to local Sisterhoods and speak about Yes Fund, WUPJ and their programs
- Communication and organizational skills
- Self-starter