***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**

Leaders become great, not because of their power, but because of their ability to empower others

**Objectives:**

* Create and maintain a database and mailing list of District membership
* Ensure timely distribution of District communications
* Create and maintain all communications for District utilizing communication software
* Work directly with District President and other Board members, including Recording Secretary

**Expectations/Responsibilities:**

* Attend all District meetings, Conventions & events
* Distribute submitted reports and files before, during and after District Board meetings, Conventions, and Interim meetings in a timely fashion
* Maintain an accurate District email database including sisterhood presidents, current District Board members, Chairs, Committee members, and past District Presidents and Board members
	+ When emails bounce back, ask Directory Chair to obtain an accurate email
* Disseminate correspondence when asked by District President, 1st VP, Newsletter Chair, or other Board members (with District President approval) in a timely fashion Would it be better if all the correspondence came directly from the President…then the CS doesn’t need to worry if its been approved by her (The President)
* Assist in determining dissemination schedule for information & flyers of upcoming events
* Communicate with District President on a regular basis
* Update District letterhead when new administration takes office
* Maintain record of correspondences to pass on to new administration at the end of term
* Attend WRJ Conferences and events when possible
* Be active in your local sisterhood
* Serve as a role model

**Qualifications:**

* Knowledge of and adherence to WRJ's Constitution, mission statement and initiatives
* Knowledge of District Constitution, By-laws and Treasurer’s Guide
* Understand duties and responsibilities of position & be able to devote time required to fulfill them
* Have vision, interpersonal communication skills, critical thinking ability and patience, be strategic, authentic, self-aware, open-minded, creative, flexible, responsible, dependable, tenacious, and always strive to continuously improve oneself, the women you work with and the organization