***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 President**

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

**Objectives:**

* Ensure the WRJ mission, goals, and objectives are upheld
* Focus the District to effectively and consistently serve local sisterhoods
* Provide leadership and service to the District Board
* Foster and ensure the District’s role as a liaison between local sisterhoods and WRJ
* Train upcoming leaders
* Supervise and empower District Board, Chairs and Committees to make decisions

**Expectations/Responsibilities:**

* Preside over District meetings and events
* Serve as *ex officio* on District Board in accordance with Constitution and By-laws
* Monitor progress of goals and objectives of District
* Share information consistently and be transparent
* Respond timely to questions/concerns
* Delegate most everything except what only you can do
* Appoint Chairs/Committees in alignment with Constitution and By-laws as needed
* Support and oversee District Board, Chairs & Committees to promote their success
* Coordinate with WRJ VP Affiliate Services & District New Affiliates Chair/Committee about potential affiliates and assist with onboarding
* Prepare and present District reports for all District Board meetings, Interim meetings, Conventions, and regularly scheduled WRJ District President Council meetings and calls
* Communicate with District Board and District sisterhoods on a regular basis
* Communicate with URJ when needed
* Attend WRJ Conferences when possible
* Be active in your local sisterhood
	+ Serve as a role model
* Be an actively involved past president

**WRJ**

* Upon installation, introduce self to District Board & sisterhood presidents in writing; consider same to WRJ Board, other District Presidents, congregational rabbis, temple presidents & URJ leaders
* Attend scheduled WRJ calls, meetings, and events
* Adhere to correspondence, budget and report deadlines
* Coordinate with District 1st VP on monthly District Report to Yammer for DP Meeting

**DISTRICT**

* Mentor District 1st VP
* Develop leadership potential of District Board
* Serve as a role model
* Schedule regular monthly/bi-monthly District Board Meetings
	+ - Create schedule for regular meetings at start of term by polling availability; select most popular day & time
		- Ensure Corresponding Secretary requests reports and agenda items, incl. Good & Welfare a week in advance
* Create a 12-mo calendar for Board meetings, disseminate and confirm
	+ Summarize info from WRJ President’s Report and DP call each mo. and include in District’s President’s Report
	+ Create agenda for each District Board meeting based on Board, Chairs and Committees reports; ask 1st VP to assist
		- Assign and confirm opening and closing prayers for each Board meeting
	+ Request Minutes from previous Board meeting from Recording Secretary and disseminate for review and approval
	+ Ensure meeting reminders/materials are sent by Corresponding Secretary to District Board, Chairs & Committees
* Call special Board meetings and/or votes when necessary
* Coordinate with District’s 1st VP & Treasurer on Semi-annual Report (January and July)
* Maintain new and historical electronic and/or written records; pass on to new administration
* Submit contracts to WRJ Office for monies over $1000 for review & approval before signing
* Submit District budget to WRJ Office for approval before disseminating to District for vote
* Provide direct oversight to Convention and Interim meeting coordination
* Submit District Convention budget to WRJ office for review & approval six mo. before Convention
* Attend District meetings, events and programs, incl. special invites from District sisterhoods
* Consult with and provide direct oversight to Convention and Interim meeting Chairs
* Be timely with reviewing and signing Expense Reports and forward to Treasurer for processing
* Appoint District representatives to WRJ Committees, e.g., Nominations for WRJ Board of Directors
* Review and sign District contracts, ensuring intent is in accordance with WRJ & District polices
* Promote planning of Area Days in different areas of District throughout term
	+ Orchestrate agenda with host sisterhood president
	+ Identify and secure District Board members and Chairs to attend and present
	+ Make (delegate) Area Day flyer for dissemination
	+ Work with Webmistress to publicize Area Day on website and through emails, and set up on-line registration
	+ Contact District’s New Affiliates Chair & Committee to identify nearby unaffiliated sisterhoods & invite them to the event
	+ Invite nearby affiliated sisterhood presidents by email (several times), letter, and calls
		- Ask host sisterhood president to call nearby affiliated sisterhood presidents and personally invite them and their members
	+ Contact WRJ Office for materials to disseminate; have WRJ materials sent to local area
	+ Have someone purchase folders, make folder labels, and stuff folders with WRJ materials, agenda, etc.
	+ Remember to bring District pins to distribute (monitor the pin supply)
	+ Fill out Expense form for local sisterhood members, incl. receipts, and send to Treasurer for reimbursement

**Qualifications:**

* Served on District Board for minimum of two years
* 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