***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.*

**State Vice President**

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

**Objective:**

* Ensure that District sisterhoods are supported and provided needed services in a timely manner
* Ensure District is the liaison between sisterhoods and WRJ
* Coordinate efforts between District Area Directors and Sr. Area Directors and confirm that communication occurs between Area Directors and assigned sisterhood presidents and between Area Directors and Sr. Area Directors is occurring
* Ensure that sisterhood requests for District Speakers or WRJ Consultants gets processed through District Speakers Bureau Chair or WRJ Office, respectively
* Ensure that Sr. Area Directors and Area Directors are adequately trained and knowledgeable about the District Directory, calendar, forms, Google docs, Speakers Bureau, etc.

**Expectations/Responsibilities:**

* Attend District Board meetings, Conventions and Interim meetings
* Before calls, work collaboratively with 1st VP to create Google doc that contains prompts for Area Director to obtain data from sisterhood president and pushes information for her to share with membership
* Once Google doc is completed, access information is sent to Area Directors, Sr. Area Director and 1st VP
* Follow-up with Sr. Area Directors/Area Directors during each calling period to ensure completion of calls
* Work with the 1st VP to summarize call data including percentage of successful and unsuccessful contacts with sisterhood presidents; this data is required for District President to report to WRJ.
* Work with 1st VP and Sr. ADs to create solutions for contacting hard to reach sisterhood presidents
* Establish and maintain regular contact with District 1st VP and Sr. Area Directors
* Represent District at sisterhood events when needed
* Cross-reference latest sisterhood president contact info from Area Director with District Treasurer and WRJ NY office; disseminate new contact information to assigned Area Director, Sr. Area Director, Directory Chair, and Corresponding Secretary.
* Visit sisterhoods when requested; use District Speakers Bureau to coordinate
* Confirm WRJ consultant requests are fulfilled
* Contact sisterhood presidents when requested by a Sr. Area Director and/or an Area Director
* Review quarterly Presidents Call report from District 1st VP and confer with Sr. Area Director when action needed
* Prepare reports for District Board meetings, Conventions and Interim meetings
* 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
* Ability to appropriately represent District and WRJ
* Develop leadership potential of other Board members
* 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