***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 Treasurer**

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

**Objectives:**

* Monitor District's financial operations by responsibly handling income & expenses and protect the District’s finances to guarantee its long-term success
* Monitor adherence to District Budget
* Keep District President & Board informed of all financial activities on a regular basis

**Expectations/Responsibilities:**

* Attend all District meetings, Conventions & events
* Adhere to District’s sound financial policies in Treasurer’s Guide and inform District President and Board of financial questions or concerns in a timely fashion
* Create financial reports and explain finances at District Board meetings, Conventions & Interims
* Deposit monies and pay approved expenses/invoices in accordance with District policies
* Monitor & maintain bank accounts to ensure sufficient funds are available to cover operational needs
* Inform District President and Board when budget needs to be modified
* Prepare & submit monthly and annual financial report to WRJ Office
* Serve as Chair of District Budget Committee and assist in preparation of annual budget
* Assist District President in preparing Semi-annual District reports (January & June)
* Maintain all financial records to pass on to new administration
* Request assistance from WRJ Treasurer when needed
* Attend WRJ Conferences and events when possible
* Be active in your local sisterhood

**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 ability to use and/or learn financial software
* 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