



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 Recording Secretary

Supervisory Contact:

- District president
- WRJ 1st VP
- WRJ Professional, Department on Service to Sisterhoods and Districts
- WRJ Executive Director

Objectives:

- Create and maintain records and minutes for the district
- Ensure timely distribution of district records and minutes
- Work directly with the corresponding secretary

Expectations:

- Attend all district meetings and events
- Present reports at district board meetings
- Present reports at district conventions and interims.
- Communicate with District President on a regular basis
- Be active in your local sisterhood
- Attend WRJ Conference (Fried Leadership Conference, Advocacy, or otherwise scheduled) when possible

Responsibilities:

- Create a written record, including; attendance, of all district meetings, and conference calls
- Distribute minutes within one month of a meeting
- Maintain copies of all minutes, recordings and official documents
- Compile and maintain written records of your duties and responsibilities, including a timeline of your Two-year responsibilities
- Assure that your records are passed on at the end of your term
- Maintain a copy of the district constitution, by laws and policies
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Qualifications:

- Knowledge and abide by WRJ's mission statement
- Aware of all duties and obligations of your position
- Able to devote the necessary time to fulfill your duties
- Knowledgeable and able to be a public representative of WRJ
- Develop leadership potential of other board members
- Perform as a role model