



## 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

### State Vice President

Chain of Command - Supervisory Contact Flow:

- District 1<sup>st</sup> Vice president
- WRJ 1<sup>st</sup> Vice president
- WRJ Professional, Department of Service to Sisterhoods and Districts WRJ Executive Director

Objectives and Goals:

- Coordinate communications including request for WRJ consultants or WRJSE District representatives to local sisterhoods
- Ensure that the WRJSE District is the liaison between local sisterhoods and WRJ NA
- Coordinate the efforts WRJSE District Area Directors with the WRJSE District Sr. Area Directors (this is pertinent for the SE District because the SE District utilizes the Sr. Area Director positions within its organizational structure)
- Ensure that communication occurs between sisterhood presidents and assigned Area Directors
- Ensure that communication occurs between Area Directors and Sr. Area Directors
- Maintain consistent communication with District 1<sup>st</sup> VP
- Follow-up with Sr. Area Directors and/or Area Directors on a quarterly basis as they are completing President Calls\*
- Ensure that Sr. Area Directors and Area Directors are trained and understand job responsibilities
- Ensure that Sr. Area Directors and Area Directors are cognizant of District and WRJ resources including Directory, calendar, forms, Google Docs, Speakers Bureau, etc.

Responsibilities & Expectations:

- Establish and maintain regular contact with District 1<sup>st</sup> VP and Sr. Area Directors
- Attend all District meetings and events
- Represent the District at sisterhood events

- Acquire and cross-reference latest contact information from District Treasurer and WRJ NY office of District sisterhood presidents; disseminate this contact information to assigned Area Directors and Sr. Area Directors.
- Visit sisterhoods through Speakers Bureau when requested
- Confirm that requests for a WRJ consultant from a District sisterhood occurs
- Contact sisterhood president when requested by a Sr. Area Director and/or an Area Director
- Review quarterly Presidents Call report from SE District 1<sup>st</sup> VP and confer with Sr. Area Director when action is needed
- Prepare reports to be presented at District Board Meetings, District Conventions and other District meetings
- Be active in your local sisterhood
- Attend WRJ Conference (Fried Leadership Conference, Advocacy, or otherwise scheduled) when possible

Qualifications:

- Knowledge of and ability to abide by WRJ's mission statement
- Awareness of all duties and obligations of your position
- Able to devote the necessary time to fulfill job responsibilities
- Ability to appropriately represent the District and WRJ
- Develop leadership potential of other board members and serve as a role model

\* either the president or the designated board member

## **Sr. Area Director**

### **Chain of Command - Supervisory Contact Flow:**

- District State Vice president

### **Objectives and Goals:**

- Be a liaison between the Area Directors and local sisterhoods
- Ensure sisterhoods are being contacted and that District and WRJ NA information is getting disseminated
- Support the Area Directors in all aspects of their responsibilities
- Support all District Area Days and events as well as WRJ NA calendar events
- Communicate with the State VP
- Be active in their local sisterhood

### **Responsibilities & Expectations:**

- Establish and maintain an open line of communication with the State VP and Area Directors
- Provide support, coaching and mentoring to Area Directors
- Ensure Area Directors complete quarterly President Calls and assist if needed; this includes acquiring current contact information of sisterhood leadership for the Area Director
- Assist Area Directors with challenging sisterhood situations and report challenges to State VP
- Encourage Area Directors to visit assigned sisterhoods
- Ensure WRJ and SE District current information is disseminated to Area Directors including District newsletters, webinars, Area Days, calendar events
- Inform Area Directors of the availability of Speakers Bureau and WRJ consultants for particular sisterhood challenges
- Encourage participation of Area Directors to attend Area Days and be available to present content as requested
- Inform Area Directors to keep record of all sisterhood communications including current leadership contact information to pass on
- Attend District Board meetings, District events and WRJ events when possible

**Qualifications:**

- Knowledge of and ability to abide by WRJ's mission statement
- Acceptance of all duties, obligations, and the importance of the position
- Prior Area Director experience
- Ability to devote the necessary time to fulfill job responsibilities
- Supervisory abilities
- Ability to appropriately represent the District and WRJ
- Develop leadership potential of other board members and serve as a role model

## **Area Director**

### **Chain of Command - Supervisory Contact Flow:**

- Sr. Area District

### **Objectives and Goals:**

- Be a liaison between local assigned sisterhoods, the District and WRJ NA
- Ensure sisterhoods are being contacted and that District and WRJ NA information is getting disseminated
- Support assigned sisterhoods in all aspects of operation
- Be involved local sisterhoods in Area Days
- Communicate with the Sr. Area Director
- Be active in their local sisterhood

### **Responsibilities & Expectations:**

- Complete President calls to assigned sisterhoods according to the District Calendar schedule after receiving the Google doc form from the 1<sup>st</sup> VP; this will occur four times annually
- Enter data obtained from Presidents calls into Google doc and submit no later than requested due date
- Maintain e-mail communication with sisterhoods as often as possible
- Refer any sisterhood challenges to Sr. Area Director
- Report changes in sisterhood leadership and share new contact information to Sr. Area Director, State VP, Directory Chairperson, and District President
- Visit assigned sisterhoods, if possible
- Encourage sisterhoods to host an Area Day and encourage sisterhoods to attend local Area Days
- Disseminate District and WRJ current information to sisterhoods including District newsletters, webinars, Area Days, calendar events, etc.
- Keep record of all sisterhood communications

### **Qualifications:**

- Knowledge of and ability to abide by WRJ's mission statement
- Acceptance of all duties, obligations, and the importance of the position
- Ability to devote the necessary time to fulfill job responsibilities
- Ability to be persistent and have timely follow-up
- Ability to develop phone rapport with assigned sisterhood presidents
- Ability to appropriately represent the District and WRJ
- Develop leadership potential of other board members and serve as a role model