



## **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 Corresponding Secretary**

### **Supervisory Contact:**

- District president
- WRJ 1<sup>st</sup> VP
- WRJ Professional department of service to sisterhood and districts
- WRJ Executive Director

### **Objectives:**

- Create and maintain all communications for the districts
- Create and/or maintain a database and mailing list of district sisterhood membership
- Create and/or maintain a database and mailing list of district board membership
- Keep the District President and district board informed of communications
- Ensure timely distribution of district communications

### **Expectations:**

- 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 as many District Area events as possible
- Attend WRJ Conference (Fried Leadership Conference, Advocacy, or otherwise scheduled) when possible

### **Responsibilities:**

- Maintain old records and material that are passed on to you from prior officer
- Assure that your records are passed on at the end of your term

- Notify District President when any communication is received and respond to communication appropriately
- Provide mailing labels when requested by president
- If appropriate create district stationery
- Submit a report to the District President at least one year

**Qualifications:**

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