



## **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**

### **Supervisory Contact:**

- District President
- WRJ 1<sup>st</sup> VP
- WRJ Professional Department Of Service To Sisterhood And Districts
- WRJ Executive Director

### **Objectives:**

- Monitor district's financial operations
- Responsibly handle the income and expenses of the district
- Deposit all monies in a timely manner
- Keep the district president and district board informed of all activity
- Directly supervise financial and/or membership secretary if this position exists

### **Expectations:**

- Attend all district 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

### **Responsibilities:**

- Receive all monies of the district and maintain the bank accounts
- Monthly Financial Report to WRJ New York office
- Compile and maintain written records of your duties and responsibilities, including a timeline of your Two-year responsibilities
- Maintain old records and material that are passed on to you from prior
- Assure that your records are passed on at the end of your term
- Pay all bills when approved in accordance with your district's processes
- Develop and collect expense vouchers for all reimbursable expenses
- Serve as chair of the Budget Committee
- Submit an annual report to the district president the WRJ 1<sup>st</sup> VP and WRJ professional Of the Department of Service to Sisterhoods and Districts

- Submit biennial period budget to the WRJ 1st VP, and the WRJ professional of the Department of Service to Sisterhoods and Districts
- If the district does not have a financial or membership secretary, bill for and collect district dues as well as keep accurate records of membership
- Attend as many district area events as possible
- Attend WRJ Conference (Fried Leadership Conference, Advocacy, or otherwise scheduled) when possible

**Qualifications:**

- Knowledge of and abide by WRJ's mission statement
- Be aware of all deities and obligation 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

**Chair (possible positions)**

- Financial
- Membership