

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.

Membership Secretary

Department: Executive Committee

Supervisory Contact:

- District President
- District Treasurer

WRJ Resources:

Objectives: To ensure the continuity of affiliation of local Sisterhoods with WRJ Central District

Expectations:

- Keep District notebook current with correspondence, results of your efforts, mailings when appropriate, and minutes. At the end of your term, turn your notebook over to your successor
- Attend all Central District meetings and events.
- Present reports at Central District conventions and interims.
- Communicate with Central District President on a regular basis.
- Submit any bills including telephone expenses incurred for District business to the District President.
- Be an active member in your local Sisterhood.
- Be an active member of Central District Executive Committee.

Responsibilities:

- Become familiar with the WRJ Central District Bylaws and Policies noting the responsibilities that specifically relate to your position
- Obtain stationery from Central District President and mailing labels (of local presidents and treasurers) from Corresponding Secretary;
- Send first and second billings to local presidents and treasurers (based on current year's number of members);
- Maintain spreadsheet of payment records;
- Send checks to District Treasurer in a timely manner;

Job Description-Membership Secretary

6/2016

- Phone local Sisterhood presidents and inform Area Directors for those Sisterhoods that have not paid by December 1;
- Send updates to District President and Treasurer regarding Sisterhoods that have not paid;
- Prepare reports (with four copies) for Central District Executive Board meetings, conventions and interims.

Qualifications:

- Knowledge of and willingness to abide by WRJ's mission statement;
- Awareness of all duties and obligations of WRJ Central District Membership Secretary;
- Ability to devote necessary time to fulfill duties; knowledge and ability to be a public representative of WRJ;
- Ability to keep clear and accurate records;
- Leadership and communication skills.