

**Job Description-Speaker Bureau
6/2016**

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.

Speakers Bureau Chair

Department: Executive Committee/Marketing and Communications

Supervisory Contact: District Vice President. Marketing and Communications

WRJ Resources:

- WRJ First Vice President;
- Department of Marketing and Communications;
- WRJ Executive Director

Objectives:

- Provision of knowledgeable speakers about Sisterhood topics to local Sisterhoods
- Promotion of local Sisterhood usage of trained District and WRJ speakers

Expectations:

- Attend all district events
- Reports to District Vice President prior to all District Executive Committee and Board meetings
- Communicate with District VP on a regular basis
- Be active in your local sisterhood

Responsibilities:

- Become familiar with the WRJ Central District Bylaws and Policies noting the responsibilities that specifically relate to your position
- Organize and manage a District Speakers Bureau
- Contact local Sisterhoods at least once a year by letter or phone advising them of your availability as a resource person in this area
- Maintain information regarding Women of Reform Judaism speakers policies and speakers including WRJ Board members residing in Central District
- Maintain a list of Central District names and areas of expertise of Sisterhood members willing to be speakers
- Submit articles regularly to the District bulletin about speakers and resources, in this area
- Assist in developing District Area Days and conferences as requested