



WRJ

ATLANTIC DISTRICT



BOARD MANUAL

2018 - 2020

(Updated May 12, 2018)



WOMEN OF REFORM JUDAISM
stronger together

Inspired by the Past – Committed to the Future



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Executive Board Forms:

- District Semi-Annual Report to WRJ - DP**
- First Vice President Report of Activity to DP**
- Vice President Report – Advocacy**
- Vice President Report – Area Directors**
- Vice President Report – Development & Special Projects**
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Financial Forms:

- Advanced Payment Check Request**
- Check Request**
- Expense Reimbursement Request Form**

Fundraising & Scholarship Forms & Information:

- Jeanette Miram Goldberg Youth Fund**
- Nanci Pompan Leadership Development Fund**
- Tribute Donation Information**
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Committee Contact Forms:

- Alumnae Society Invite – WRJ Atlantic District**
- Alumnae Membership Registration**
- Nominating Committee Letter**
- Nominating Committee - Application Form**
- Congregation Contact Form – WRJ Atlantic District**
- YES Fund & JMG Youth Fund Letter 2017 – Includes links to YES Fund
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General Information:

- Know Your ABC's**
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MISSION STATEMENT - WRJ

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.

MISSION STATEMENT – WRJ Atlantic District

WRJ Atlantic District seeks to promote the aims of Women of Reform Judaism and support its projects, to bring the sisterhoods/women's groups and individual members of the District into closer cooperation and association with one another, to further their respective activities, to help sisterhoods/women's groups and individual members participate most effectively in the activities of Women of Reform Judaism, to serve as a liaison between local sisterhoods and individual members, and Women of Reform Judaism, and to assist in the organization of new sisterhoods/women's groups and to increase the number of individual members in the District.

FOREWORD

This manual of administrative procedures and guidelines is designed as an aid for the Women of Reform Judaism Atlantic District to provide continuity of leadership. This manual in no way attempts to standardize administrative procedures. Rather, each committee must set its independent course using this manual as a guideline along with necessary references to the by-laws of this District

Attached here are links to resources that may be helpful.

[Understanding Our Purpose](#)

[A District History: Understanding Our Heritage](#)

[Recognition of District Past Presidents](#)

Note: This leadership manual (in electronic or hard copy) is the property of the WRJ Atlantic District elected and appointed officers, area directors, and the chairpersons of all committees.



In Loving Memory of Nanci Pompan

Nanci Pompan z”l, President of the Atlantic District (2016-2017) will be remembered as our sister, a friend, mother, grandmother and a committed, caring and enthusiastic member of WRJ. She cared deeply about Women of Reform Judaism, its mission and the people of the organization. She was a beautiful person, genuinely kind and caring and her loss is tragic.

Nanci was:

N ICE	P ASSIONATE
A DVENTUROUS	O PTIMISTIC
N OBLE	M OTIVATING
C OURAGEOUS	P ERSONABLE
I NDEPENDENT	A WESOME
	N OTABLE

There are so many positive attributes to describe Nanci, there just aren’t enough letters in her name to capture her patience, wisdom, thoughtfulness, intelligence, and energy. She was resourceful, honest, selfless, reliable, gentle, compassionate, soft-spoken, sensitive and unique. She was the calming voice in the midst of debate. Nanci cared deeply about Reform Judaism, social justice, Israel and was committed to making the world a better place however she could.

She was active in her synagogue, Temple Emanu-El in Westfield, NJ, the sisterhood, her community, and of course WRJ. She held almost every position in her sisterhood, where most recently she was “Treasurer for Life” as well as the first smile seen at the welcome/registration table for all events. Nanci also held many positions in the Atlantic District where she had been treasurer, area director, first vice president and most recently, President.

Nanci was a leader people wanted to follow and someone people knew they could count on. Like many of us, saying no did not seem to be an option. Nanci was always willing to do for others and wanted to be sure people felt comfortable and involved. She was a friend to many, and people sought her advice and felt comfortable in her presence. Nanci encouraged others to serve and was a great mentor, but she led by example.

Nanci was determined not to let her physical challenges hold her back, whether it be travelling or doing the things that mattered most to her. She loved her sons and daughter in-law and was so excited about becoming a grandmother.



Nanci passed away on Sunday, January 21, 2018 after many weeks in the hospital with a rare viral form of Polymyotosis, a virus that attacked her muscles and robbed her of strength and mobility. In the early weeks of hospitalization, Nanci had an agenda, and a to-do list that were foremost in her mind. She graciously transitioned her responsibilities and delegated to others the things that weighed heavily upon her. WRJ, the Atlantic District and her sisterhood were almost as important to her as family. They were her second family. Her loss is painful and we grieve together because we draw strength from one another. Together we will find a way forward and we wish her family the strength to live with joy as Nanci would have wished for them.

There is a quote by William Shakespeare: “The meaning of life is to find your gift. The purpose of life is to give it away.” Nanci lived life with purpose; she had many gifts and shared them freely with all of us. She has left a lasting legacy to all those who knew her and she will be deeply missed. Nanci was a true Woman of Valor.

As a lasting tribute to Nanci, the Atlantic District has renamed our District scholarship fund in her memory. The Nanci Pompan Leadership Development Fund will provide scholarships to women who might otherwise not have the financial resources to attend District events where they can grow in their individual leadership potential. We will ensure that Reform Judaism remains strong into the future by continuing to train women to lead the way.



WOMEN OF REFORM JUDAISM
stronger together



November 2016

Dear Atlantic District Leader,

A quote on leadership: "Many women live like it's a dress rehearsal. Ladies, the curtain is up and you're on."

Mikki Taylor, Editor-at-Large, Essence Magazine

And so we're on! I am very excited to be the WRJ Atlantic District President for the next two years! Mazel Tov on joining, or continuing on the District board. Our District board consists of all the elected officers and area directors, committee chairs, members-at-large, WRJ board members, past District Presidents, and all sisterhood presidents/WRJ liaisons within the District. I look forward to joining with each of you as we endeavor to aid the work of our local sisterhoods, engage our individual members, and partner with WRJ to strengthen the Reform movement around the world. I welcome your suggestions, questions, and concerns.

This manual, which will be updated as needed, contains important information about our District, our mission, our history, our by-laws, policies and procedures, District forms, and contact information. Please keep it accessible (mine is on my computer desktop), and let me know of any needed changes.

Please call, email, or text to stay in touch with me. Join in on our District conference calls, attend District events, and local area events. Stronger together, we'll enjoy great success during the next two years and beyond!

L'Shalom,

Nanci

Nanci Pompan z"l
President WRJ Atlantic District
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WRJ Atlantic District
Officers, Area Directors & WRJ Board of Directors
2016-2018

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TBD

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Atlantic District Area Director Sisterhood Assignments Alphabetically by Area Director

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Cedar Grove, NJ
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Springfield, NJ

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Temple B'nai Or
Congregation B'nai Jeshurun
Temple Sha-arey Shalom

Susan Cohen

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Greensburg, PA
Pittsburgh, PA
Pittsburgh, PA
Morgantown, WV
Wheeling, WV

Temple Ohav Shalom
Congregation Emanu-el Israel
Rodef Shalom
Temple Sinai
Tree of Life Congregation
Temple Shalom

TBD

Mahwah, NJ
Parsippany, NJ
Tenafly, NJ

Beth Haverim Shir Shalom
Temple Beth Am
Temple Sinai of Bergen County

Susan Frant

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Lancaster, PA
Malvern, PA

Beth David Congregation
Shaarai Shomayim
Beth Chaim Reform Congregation Wyomissing,



Cheryl Harper

Harrisburg, PA
King of Prussia, PA
Wyomissing, PA (Reading)

Temple Ohev Sholom
Temple Brith Achim
Congregation Oheb Sholom

Fonda Hartman & Susan Rhode

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Easton, PA
Elkins Park, PA
Honesdale, PA
Kingston, PA
Maple Glen, PA
Wynnewood, PA

Congregation Keneseth Israel
Temple Covenant of Peace
Congregation Keneseth Israel
Congregation Beth Israel
Temple B'nai B'rith
Congregation Beth Or
Main Line Reform Temple

Gayle Ianuzzi

Closter, NJ
River Edge, NJ
Washington Township, NJ

Temple Beth El
Temple Avodat Shalom
Temple Beth Or

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Cherry Hill, NJ
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Old York Road Temple Beth Am
Temple Emanuel
Adath Emanu-El

Lisa Miller

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Furlong, PA
Newtown, PA

Temple Sholom
Temple Judea of Bucks County
Shir Ami Bucks County Jewish Congregation

Cindy Postilnick

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Hillsborough, NJ
Manalapan, NJ
Marlboro, NJ
Warren, NJ
Westfield, NJ

Temple Emanu-El
Temple Beth-El
Temple Shaari Emeth
Temple Rodeph Torah of Western Monmouth
The Women's Connection Temple Har Shalom
Temple Emanu-El

Shelley Willner

Aberdeen, NJ
Tinton Falls, NJ

Temple Shalom
Monmouth Reform Temple



Sisterhood President & Temple Contact Information

This document has been prepared as a PDF for easier viewing since it contains a lot of information. Simply click the link below or copy and paste the text into your web browser address bar.

If you have any problems, email Jan at janshaw626@gmail.com

<http://www.wrj.org/sites/default/files/wrj/atlantic/CongSistContact.pdf>

WRJ North American Office

WRJ Districts were established in 1925 to serve as liaisons between the local sisterhoods and the National Federation of Temple Sisterhoods. WRJ Districts provide assistance to local sisterhoods, helping them organize, cultivate new leadership, and connect with WRJ programs and projects.

To find your District, please visit <https://wrj.org/wrj-districts>

WRJ Officers and Board of Directors

For a current list of WRJ Board of Directors, please visit: <http://www.wrj.org/wrj-board-directors>

Contact Info for WRJ

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E-Mail: info@wrj.org Web address: <http://www.wrj.org>

Executive Director: Rabbi Marla Feldman MFeldman@wrj.org 212-650-4050

For the most current contact information use this link for WRJ professional staff:
<https://wrj.org/professional-staff>

WRJ Speakers Bureau

District Speakers Bureau: <https://wrj.org/wrj-speakers-bureau>



UNDERSTANDING OUR ROLES

Women of Reform Judaism Atlantic District Board of Directors is composed of the officers, the area directors, the past District Presidents, committee chairs, members-at-large, and the president of each affiliated sisterhood/women's group in good standing, or her duly appointed representative.

Women of Reform Judaism Atlantic District Executive Committee consists of the officers (President, first vice-President, four vice-Presidents, treasurer, assistant treasurer and the secretary) area directors, and the immediate past President of the District.

Duties of the above-mentioned officers and area directors are found in the section of this manual entitled "Understanding Our Specific Duties". Duties of chairs can also be found in the section of this manual entitled "Understanding Our Specific Duties."

Note: Officers are elected for a two-year period. Elections take place at the District Convention. For additional information on elections, see "Nominating Committee" under the committee headings or consult the District by-laws.

UNDERSTANDING OUR RESPONSIBILITIES

1. The District serves as a link between WRJ, local sisterhoods/women's groups and individual members. As members of the District Board, it is our responsibility to encourage and maintain communication throughout our District network.
2. Sisterhoods/women's groups and individual members interact through written communication (formal and informal); telephone contact, email, text, social media, phone, web conferencing and face-to-face.
3. Personal responsibilities to District include attendance at District and area meetings as well as support of the ideals and goals of the District.
4. The maintenance of records pertaining to the functioning of departments for future use is required; written and oral reports are prepared as needed.
5. Evaluation of past activities, reflecting on both strengths and weaknesses, including the recommendation of changes when deemed appropriate, is requested.
6. The collection of pertinent WRJ and District handouts is suggested; the discarding of duplicate and other unnecessary materials before passing on to one's successor is recommended.



7. Involving others in projects and committees enhances the encouragement of future leadership development.
8. The need to exercise discretion in budgetary expenditures is urged.
9. Learning what you can about your particular department or areas of interest by contacting appropriate District and national resource people is valuable.

MEETINGS

WOMEN OF REFORM JUDAISM

The WRJ Legislative Body will meet at least once every three years. Each sisterhood/women's group is allowed a designated number of voting delegates based on membership.

Note: Registration fees, hotel, meal, and travel expenses are the responsibility of the individual for both District and WRJ meetings. However, sisterhoods/women's groups are encouraged to subsidize (partially or in full) those who attend by making **leadership development** a line item in their annual local budget.

DISTRICT

- A District Convention is held every other year, in early autumn. The location varies throughout the District.
- Spring Interim Board meetings/Retreats are held and Summer Retreat/Board meetings are held in years that alternate with the District Convention.
- The Executive Committee meets before, during, or after District Convention meetings and interim board meetings/retreats. Special meetings of the Executive Committee may be called (see by-laws).
- Area Days/Meetings are held as appropriate and are important venues for sisterhood/women's group members and individual members to meet women from different sisterhoods/women's groups and the District officers/area directors.



UNDERSTANDING OUR SPECIFIC DUTIES

1. Elected Officers of the District:

- a. Assume responsibilities as listed in job descriptions in next section.
- b. Accept responsibilities as stated in District by-laws.
- c. Act as representatives of WRJ and the District by participation in North American, District and local events and establish communication with local sisterhoods/women's groups and individual members.
- d. Assist local sisterhoods/women's groups in problem solving and developing new ideas and programs through teaching, training, and facilitating.
- e. Are available to local sisterhoods/women's groups for special speaking engagements, i.e. Sisterhood Shabbat, Installation Ceremonies, etc.

2. District Chairs appointed by District President to the Board:

- a. Assume general responsibilities of a member of the District board.
- b. Accept responsibilities of your particular chair as indicated in this manual.
- c. Act as representatives of the District by participation in WRJ, District and local events.
- d. Communicate the latest developments regarding your chair between WRJ, District and local sisterhoods/women's groups and individual members.
- e. Disseminate information through the District newsletter.

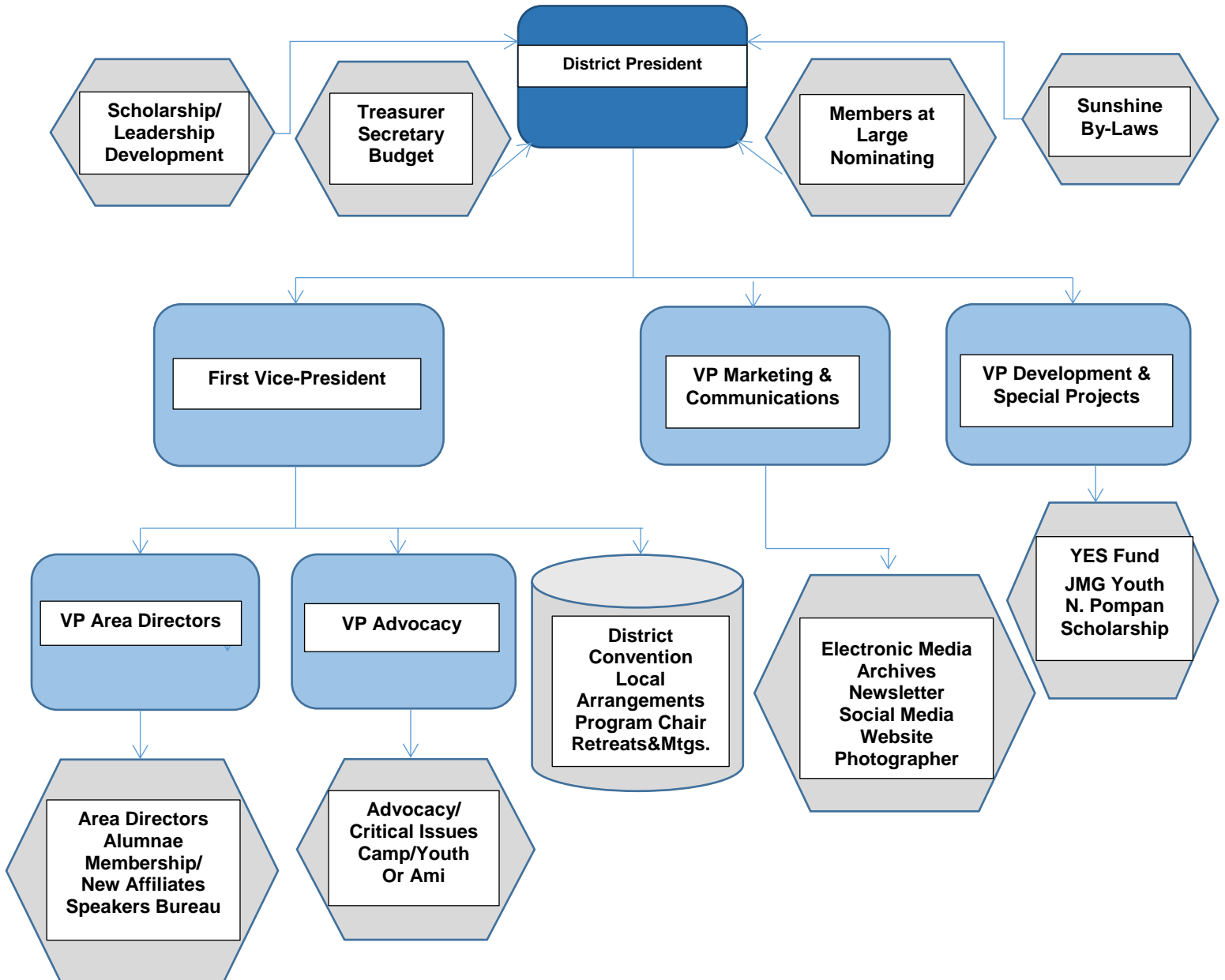
3. Sisterhood/Women's Groups Presidents as Board members:

- a. Assume general responsibilities of a member of the District board.
- b. Act as representative of your local sisterhood/women's groups as well as of the District by participation in WRJ, District and local events.
- c. Take advantage of the resources offered by WRJ and the District, particularly in the areas of education--religious, social and political; and organizational development. Utilize WRJ North American and District leaders to act as facilitators and speakers for local events.



Atlantic District Structure

(As of 2018)



District Board Includes:

- ❖ All Sisterhood Presidents & WRJ Liaisons
- ❖ Members at Large
- ❖ Committee Chairs
- ❖ WRJ Board Members
- ❖ Past District Presidents



DISTRICT BOARD JOB DESCRIPTIONS

District President – CVO (Chief Volunteer Officer)

Supervisory Contact:

- ω WRJ First Vice-President
- ω WRJ Professional, Department of Service to Sisterhoods & Districts
- ω WRJ Executive Director

Objectives:

- ω Ensure that the District is the liaison between local sisterhoods/women's groups, individual members, and WRJ
- ω Focus the District on effectively serving local sisterhoods/women's groups
- ω Provide leadership to the District board
- ω Supervise officers and committees of the District

Expectations:

- ω Preside at all District meetings and events
- ω Monitor progress of goals and objectives of District
- ω Appoint committee chairs and/or committees in conjunction with any constitution or by-law mandates
- ω Support and serve *ex officio* on all committees, according to District constitution and by-laws
- ω Support and oversee all District officers and board members
- ω Present reports of the District at all District board meetings, interim meetings and biennial conventions
- ω Communicate with local sisterhoods/women's groups and individual members on a regular basis
- ω Communicate with the District board on a regular basis
- ω Be active in your local sisterhood/women's group
- ω In conjunction with the membership chair and the executive committee, assumes responsibility and coordinates efforts for adding new affiliates and new individual members to the District

Responsibilities:

- ω Submit reports of the District to the WRJ office and to the WRJ first vice-president twice per fiscal year
- ω Compile and maintain written records of your duties and responsibilities, including a timeline of your two-year administration



- ω Maintain old records and materials that are passed on to you from prior administrations
- ω Assure that your records and ALL records of board positions are passed on at the end of your administration
- ω Maintain an organized collection of WRJ materials
- ω Approve all bills that are beyond the scope of the approved budget before payment
- ω Submit check requests to the district Treasurer for any Board approved pledges or donations from the district
- ω Approve any correspondence that is sent out on district letterhead
- ω At the beginning of your term, write a letter of introduction of yourself and the new district administration to:
 - Each congregational rabbi and/or temple president in your district
- ω Submit all District event programs and materials to the WRJ office before printing
- ω Submit District budget to WRJ office for approval before biennial
- ω Attend as many District area events as possible
- ω Attend all WRJ events to which District Presidents are invited:
 - WRJ Fried Leadership Conference, WRJ Board Meetings, District President's Council, WRJ Advocacy Conference, and any other WRJ event where District Presidents are required to attend
- ω Consult and provide direct oversight to convention and interim meeting chairs
- ω May appoint one delegate-at-large to the WRJ Assembly, preferable a potential leader
- ω Appoint, in accordance with the executive committee, the district representative to the WRJ committee on nominations for the board of directors
- ω Review and be a signatory on all contracts and agreements to which the District is a party, ensuring that they are in accordance with WRJ policies and previously approved by WRJ

Qualifications:

- ω Served on District board for minimum of two years
- ω Knowledge of and abide by WRJ's mission statement
- ω Be aware of all duties and obligations of your position
- ω Be able to devote the necessary time to fulfill your duties
- ω Be knowledgeable and able to be the public representative of WRJ
- ω Develop leadership potential of other board members
- ω Perform as a role model
- ω Be prepared to be an active and involved past president



District First Vice President

Supervisory Contact:

- ω District President
- ω WRJ First Vice President
- ω WRJ Executive Director

Objectives:

- ω Oversees activities to ensure that the District is a productive liaison between local sisterhoods/women's groups, individual members, and WRJ
- ω Assist the District President and serve in her role if necessary
- ω In conjunction with the Vice President of Area Directors, supervises area directors

Expectations:

- ω Preside at any district meetings and events at which the president is unable to attend
- ω Directly supervise and be responsible for the committee chairs of the District convention and interim meeting
- ω Communicate with vice-presidents and area directors on a regular basis
- ω Be active in your local sisterhood/women's group

Responsibilities:

- ω Compile and maintain written records of your duties and responsibilities, including a timeline of your two-year responsibilities
- ω Maintain old records and materials that are passed on to you from prior officer
- ω Assure that your records are passed on at the end of your term
- ω At the beginning of your term, conduct a training session with your area vice-presidents and area directors
- ω Attend as many District area events as possible
- ω Attend all WRJ events to which first vice presidents are invited:
 - WRJ Fried Leadership Conference, WRJ Board Meetings (voice not vote), District President's Council, WRJ Advocacy Conference, and any other WRJ event where District First Vice Presidents are required to attend

Qualifications:

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



District Vice President – Development and Special Projects

Supervisory Contact:

- ω District President
- ω WRJ Vice President, Department of Development and Special Projects
- ω WRJ Professional, Department of Development and Special Projects

Objectives:

- ω Ensure that the chairs and committees of the department serve as liaisons between local sisterhoods/women's groups and WRJ
- ω Keep the District President and District board informed of all departmental activity
- ω Keep the WRJ Vice President of Department of Development and Special Projects and the manager informed of all departmental activity
- ω Directly supervise chairs

Expectations:

- ω Attend all District events
- ω Directly supervise and be responsible for the chairs of the department
- ω Ensure that reports of each chair are presented at District board meetings and at District conventions and interims
- ω Communicate with chairs on a regular basis
- ω Be active in your local sisterhood/women's group

Responsibilities:

- ω Oversee Chairs to include, but not limited to: Philanthropy, YES Fund, JMG Youth Fund & District Scholarship Fund
- ω Submit reports of each chair to the District President, the WRJ staff, and the WRJ Vice President of this department at least once per fiscal year
- ω Compile and maintain written records of your duties and responsibilities, including a timeline of your two-year responsibilities
- ω Maintain old records and materials that are passed on to you from prior officer
- ω Assure that your records are passed on at the end of your term
- ω At the beginning of your term, train your Chairs
- ω Attend as many District area events as possible
- ω Attend WRJ Fried Leadership Conference & other WRJ conferences when possible

Qualifications:

- ω Served on District board for minimum of two years
- ω Knowledge of and abide by WRJ's mission statement



- ω Be knowledgeable and able to be the public representative of WRJ
- ω Develop leadership potential of other board members
- ω Perform as a role model

District Vice President - Marketing and Communications

Supervisory Contact:

- ω District President
- ω WRJ Vice President, Department of Marketing and Communications
- ω WRJ Professional, Department of Marketing and Communications
- ω WRJ Executive Director

Objectives:

- ω Ensure that the chairs and committees of the department serve as liaisons between local sisterhoods/women's groups and WRJ
- ω Keep the district president and district board informed of all departmental activity
- ω Keep the WRJ Vice President of Department on Marketing and Communications informed of all departmental activity
- ω Directly supervise Chairs

Expectations:

- ω Attend all District events
- ω Directly supervise and be responsible for the chairs of the department
- ω Ensure that reports of each chair are presented at District board meetings
- ω Ensure that reports of each chair are presented at District conventions and interims
- ω Communicate with chairs on a regular basis
- ω Work directly with the secretary
- ω Be active in your local sisterhood/women's group

Responsibilities:

- ω Oversee Chairs to include, but not limited to: Newsletter, Website, Electronic Archives/Digital Storage
- ω Submit reports of each chair to the District President, the WRJ professional and the WRJ vice presidents of the Department of Advocacy, Marketing and Communications at least once per fiscal year
- ω Compile and maintain written records of your duties and responsibilities, including a timeline of your two-year responsibilities
- ω Maintain old records and materials that are passed on to you from prior officer
- ω Assure that your records are passed on at the end of your term



- ω At the beginning of your term, train your Chairs
- ω Attend as many District area events as possible
- ω Attend WRJ Fried Leadership Conference and other WRJ conferences when possible

Qualifications:

- ω Served on District board for minimum of two years
- ω Be knowledgeable and able to be the public representative of WRJ
- ω Develop leadership potential of other board members
- ω Perform as a role model

District Vice President – Advocacy

Supervisory Contact:

- ω District President
- ω WRJ Vice President, Department of Advocacy
- ω WRJ Professional, Department of Advocacy
- ω WRJ Executive Director

Objectives:

- ω Working with the District Advocacy Chair/Committee, fulfill the advocacy mission of the WRJ by ensuring that the District Sisterhoods/Women’s groups are aware of all the details of the mission and how they can participate in bringing it to reality
- ω Keep the District President and District board informed of all departmental activity
- ω Keep the WRJ Vice President of Departments of Advocacy informed of all departmental activity
- ω Directly supervise chairs

Expectations:

- ω Attend all District events
- ω Ensure that reports of each chair are presented at District board meetings and at District conventions and interims
- ω Communicate with chairs on a regular basis
- ω Be active in your local sisterhood/women’s group

Responsibilities:

- ω Oversee chairs to include, but not limited to: Advocacy Chair
- ω Submit reports of each chair to the District President, the WRJ staff, and the WRJ Vice President of this department at least once per fiscal year



- ω Compile and maintain written records of your duties and responsibilities, including a timeline of your two-year responsibilities
- ω Maintain old records and materials that are passed on to you from prior officer
- ω Assure that your records are passed on at the end of your term
- ω At the beginning of your term, train your Chairs
- ω Attend as many District area events as possible
- ω Attend WRJ Fried Leadership Conference, WRJ Advocacy Conference and other WRJ conferences

Qualifications:

- ω Served on District board for minimum of two years
- ω Knowledge of and abide by WRJ's mission statement
- ω Be knowledgeable and able to be the public representative of WRJ
- ω Develop leadership potential of other board members
- ω Perform as a role model

District Vice President of Area Directors

Supervisory Contact:

- ω District First Vice President
- ω WRJ First Vice President
- ω WRJ Professional, Department of Service to Sisterhoods and Districts
- ω WRJ Executive Director

Objectives:

- ω In partnership with the First Vice President ensure that the District is the liaison between local sisterhoods/women's groups, individual members, and WRJ
- ω Communicate with District First Vice President on a regular basis
- ω Coordinate the efforts of the District Area Directors
- ω Directly contact local affiliated sisterhoods/women's groups and their presidents (either personally or through Area Directors)
- ω Facilitate dialogue between local sisterhoods/women's groups and WRJ Experts when needed
- ω Represent the District at local sisterhood/women's group events

Expectations:

- ω Attend all District events
- ω Establish and maintain regular contact with the Area Directors
- ω Prepare reports to be presented at District board meetings, District conventions and other District meetings



- ω Submit compilation reports of the area directors to the District first vice president at least twice per fiscal year or as requested
- ω Ensure that reports of each area director are presented at District board meetings and District conventions
- ω Be active in your local sisterhood/women's group

Responsibilities:

- ω Ensure that all sisterhoods are contacted at least four times per year
- ω Ensure that there is frequent e-mail communication with all sisterhoods/women's groups
- ω Ensure that each sisterhood/women's group in the District is visited by a District Representative at least one time during a biennial period
- ω Submit sisterhood/women's group summary reports to the District President and First Vice President quarterly
- ω Provide WRJ information to Area Directors for disseminating to their assigned sisterhoods/women's groups
- ω Report any change of sisterhood/women's group leadership or contact information to the appropriate District board members
- ω Trouble shoot problems discovered by Area Directors and refer sisterhoods/women's groups to the appropriate District or WRJ expert and to all appropriate vice presidents and District First Vice President
- ω Support as many Area Days as possible - encourage participation, invite sisterhoods/women's groups, present content as requested
- ω Keep detailed written records of all communication with your assigned sisterhoods/women's groups
- ω Compile and maintain written records of your duties and responsibilities, including a timeline of your two-year responsibilities
- ω Maintain old records and materials that are passed on to you from prior officer
- ω Assure that your records are passed on at the end of your term
- ω Attend WRJ Fried Leadership Conference & other WRJ conferences when possible

Qualifications:

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



District Secretary

Supervisory Contact:

- ω District President
- ω WRJ First Vice President
- ω WRJ Professional, Department of Service to Sisterhoods and Districts
- ω WRJ Executive Director

Objectives:

- ω Assist with all correspondence as requested by District Board Members
- ω Create and maintain records and minutes for the District
- ω Ensure timely distribution of District records and minutes
- ω Attend all District events

Expectations:

- ω Attend all District meetings and events
- ω Present reports at District board meetings
- ω Present reports at District conventions and interims
- ω Communicate with District President on a regular basis
- ω Be active in your local sisterhood/women's group

Responsibilities:

- ω Assist with all District correspondence as requested, both handwritten and electronic
- ω Create a written record, including attendance, of all District meetings, as well as conference calls
- ω Distribute minutes within one month of a meeting
- ω Maintain copies of all minutes, recordings and official documents
- ω Compile and maintain records of your duties and responsibilities, including a timeline of your two-year responsibilities
- ω Maintain old records and materials that are passed on to you from prior officer
- ω Assure that your records are passed on at the end of your term
- ω Retain a copy of the District constitution, by-laws and policies
- ω Attend as many District area events as possible
- ω Attend WRJ Fried Leadership Conference & other WRJ conferences when possible

Qualifications:

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



District Treasurer

Supervisory Contact:

- ω District President
- ω WRJ First Vice-President
- ω WRJ Professional, Department of Service to Sisterhoods and Districts
- ω WRJ Executive Director
- ω WRJ Treasurer

Objectives:

- ω With Assistant Treasurer, monitor District's financial operations
- ω Responsibly handle the income and expenses of the District
- ω Deposit all monies and pay all invoices in a timely manner
- ω Keep the District President and District Board informed of all activity

Expectations:

- ω Working knowledge of QuickBooks (or whatever accounting system is used by the District), Excel, and bookkeeping is a necessity
- ω Keep District records current with correspondence, results of your efforts, and mailings when appropriate.
- ω Maintain needed supplies, including check stock, envelopes, stamps or other necessary items and reorder as needed
- ω Maintain subscription for QuickBooks software, or other software product as selected by the District, and install updates as required. If needed, purchase new software license for accounting at the beginning of your term.
- ω Ensure reasonable security and protection of all sensitive personal information contained within the accounting software database
- ω With the Assistant Treasurer, provide WRJ with any and all requested documents and information during the year and for the annual audit
- ω During the time the audit is taking place (generally taking place August – October) the auditors will test our systems by requesting random samples of back-up documentation. If such sampling includes your District, the expected turn-around time is a few days.
- ω Attend all District events
- ω With the Assistant Treasurer, present financial reports at District board meetings, conventions and interims
- ω Communicate with District President on a regular basis
- ω Assure that your records are passed on at the end of your term
- ω Be able to devote the necessary time to fulfill your duties
- ω Be knowledgeable and able to be the public representative of WRJ
- ω Be active in your local sisterhood/women's group



- ω Attend WRJ Fried Leadership Conference and other WRJ conferences when possible

Responsibilities:

Maintain District Financial Records:

- ω Receive all monies of the District and maintain the bank account/s
- ω All checks or photocopies of checks made out to the District are sent/forwarded to the Treasurer for recording. The Treasurer or Assistant Treasurer may deposit checks into the operating checking account in a timely manner
- ω Checking, Money Market and/or Savings accounts are to be maintained at an FDIC-insured banking institution in accounts in the District's name
- ω At the beginning of your term, meet with the other district officers who are designated to have signatory responsibilities, per the District Policies and Procedures manual, and update the signature cards at the banking institution
- ω Record bills and write all checks
 - Requests for reimbursement and any bills/invoices/payments are sent with a signed Expense Reimbursement Request or Check Request Form and the corresponding original bill to the District Treasurer for payment.
 - Pay all bills and reimbursement requests that are within the scope of the approved budget in a timely manner.
 - Any payment requests that are not within the scope of the approved budget must be approved by the District President or per the requirements of District Policies and Procedures.
 - Retain all backup, including signed approval and receipts or digital communication, in case needed for annual audit. Records should be kept for up to 7 years.
- ω If applicable, maintain QuickBooks Merchant Services account or PayPal account (or other credit card processing system) for use by District for purchases at District meeting or events, and for registration fees if approved by the Board.
- ω When entering information into QuickBooks (or whatever accounting software is used by the District) be sure to record the income by type. Any fees charged by PayPal or other processing systems are to be recorded separately from the deposit (net of gross income).
- ω For audit purposes, registration lists and/or records of individual payments may be requested to document registration income; if another District volunteer maintains those records be sure to have access to them when/if needed.
- ω For every expense: be able to provide copy of authorization in writing from whomever your Policies designates as authorized; original or copy or receipt



or invoice being paid; copy of canceled check and/or bank statement (or PayPal/credit card statement) showing funds were released; documentation that the funds taken came from whatever fund or budget line was authorized. Be sure to accurately record all information in QuickBooks (or whatever accounting system is used by the District).

- ω For every deposit: be able to provide a copy of the check, any accompanying cover note indicating purpose (or copy of dues bill or registration form or spreadsheet), documentation of receipt of funds (e.g., bank statement showing deposit made or transaction report showing a PayPal or credit card payment received by the bank), documentation that it was applied to the income item or fund and purpose indicated by the payer/donor. Be sure to accurately record all information in QuickBooks (or whatever accounting system is used by the District).
 - ω Reconcile bank statements. Bank statements are received monthly and reconciliations should be kept up-to-date.
 - ω Reports:
 - Bank statements and corresponding reconciliations are to be sent to WRJ monthly, in a timely manner, via email with a copy sent to the Assistant Treasurer for review.
 - Statement of Activities (Profit and Loss) and Statement of Position (Balance Sheet) reports are exported/emailed from QuickBooks (or whatever accounting system is used by the District) to WRJ annually. Also, send Statement of Activities and Statement of Position reports to the Budget Committee, Assistant Treasurer, and the District Board, as per District By-laws.
 - ω Any financial questions or inquiries made by WRJ are to be answered in a timely manner and copied to the District President
 - ω Be present on all Executive Board conference calls
 - ω With Assistant Treasurer, report on financial status to Board Members when requested by District President
 - ω Attend District Board meetings and with the Assistant Treasurer, report on financial status of the District
 - ω Maintain old records and materials that are passed on to you from prior officer
 - ω Assure that your records are passed on at the end of your term
- Reporting for Retreats/Interim Meetings, Area Days, and District Conventions:**
- ω With the Assistant Treasurer, prepare spreadsheet of the meeting's income and expenses for each event for audit and committee review. Keep this information for 3 years with the District's financial records.
 - ω For audit purposes, registration lists and/or records of individual payments may be requested to document registration income; if another District volunteer maintains those records be sure to have access to them when/if needed.



Membership (Dues) Records:

- ω Maintain spreadsheets and/or QuickBooks reports of all annual dues payments by Sisterhoods/Women's Groups and individuals. (Note: \$2 per individual member will be forwarded to the appropriate District periodically along with membership information from WRJ).
- ω Be prepared to report to Vice President(s) which Sisterhoods/Women's Groups need to be contacted when dues have not been paid.
- ω Be prepared to give the District President membership numbers twice a year.
- ω Keep Executive Board apprised of and prepare reports for Board meetings on progress of dues collections during the year.

Member of Budget Committee and/or Finance Committee:

- ω Serve as chair of the Budget Committee
- ω Meet with Budget and/or Finance Committee annually (may be in person or on a conference call) to prepare and review District budget(s).
- ω Provide all members of the Budget and/or Finance Committee with up to date Statement of Activities and Statement of Position to compare with budget projections.
- ω Submit an annual report to the District President, the WRJ First Vice President, WRJ professional of the Department of Service to Sisterhoods and Districts, and the WRJ Treasurer
- ω Submit biennial period budget(s) to the WRJ First Vice President, the WRJ professional of the Department of Service to Sisterhoods and Districts

Qualifications:

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

Assistant Treasurer

Supervisory Contact:

- ω District Treasurer
- ω District President
- ω WRJ First Vice-President
- ω WRJ Professional, Department of Service to Sisterhoods and Districts



Objectives:

- ω With the Treasurer, monitor District's financial operations
- ω Serve as Registrar for all District Conventions, Interim/Retreat Meetings, Area Day events, and any additional District events with a fee requirement
- ω Maintain an accurate record of all registrants (including guests and speakers) to include name, address, phone number, e-mail, affiliation with local sisterhood/women's group if appropriate, and details of participation dates, check number and fee amount paid by each registrant
- ω With the Treasurer, ensure that incoming funds are deposited in a timely manner
- ω Assist the Treasurer with contacting sisterhoods/women's groups who have fallen into arrears status with District dues
- ω Serve as the liaison between the District treasurer and the committee chair of District fundraising initiatives by being the designated recipient of Tribute Donation forms and payments
- ω Keep the District President and District Board informed of all activity

Expectations:

- ω Working knowledge of QuickBooks (or whatever accounting system is used by the district) is preferable or willingness to learn is essential; Excel, and bookkeeping is a necessity
- ω Keep District records current with correspondence, results of your efforts, and mailings when appropriate.
- ω With the District Treasurer provide WRJ with requested documents and information during the year and for the annual audit
- ω Attend all District events
- ω Attend WRJ events when possible
- ω With the Treasurer present financial reports at District board meetings, conventions and interims
- ω Communicate with Treasurer on a regular basis
- ω Be able to devote the necessary time to fulfill your duties
- ω Be knowledgeable and able to be the public representative of WRJ
- ω Be active in your local sisterhood/women's group
- ω Attend WRJ Fried Leadership Conference and other WRJ conferences when possible

Responsibilities:

- ω Be present on all District Board conference calls. Report on event registration progress and associated financial status to Board Members when requested by District President
- ω Attend District Board meetings and report on the status of upcoming events



- ω Attend District Convention and present daily census report of number of participants present and number of sisterhoods/women's groups represented
- ω When Tribute Donations are received, scan the accompanying document and e-mail the scan to the District Fundraising-Philanthropy committee person responsible for acknowledging the donation. The check should be scanned or photocopied and sent along with the donation form to the Treasurer for recording. The check should be deposited in the District checking account or forwarded to the District Treasurer for processing.
- ω With the District Treasurer, contact District sisterhood/women's group president and/or treasurer when they have fallen into arrears status with District dues payments. Communicate any special issues affecting ability to pay to treasurer and inform treasurer if follow-up contact is needed.
- ω With the District Treasurer, provide WRJ with any requested documents and information during the year and for the annual audit
- ω Maintain old records and materials that are passed on to you from prior officer
- ω Assure that your records are passed on at the end of your term

Maintain District Event Registration Records:

- ω Prepare spreadsheet of each event's participants, including contact information details, local sisterhood/women's group affiliation if appropriate, and payment details that identify the participation days attended for audit and committee review.
- ω Retain registration documents and keep this information for 3 years with the District's financial records.
- ω With the Treasurer, ensure timely deposits of all event payments received, either photocopying the checks and then making the deposit or sending the checks to the treasurer for deposit. Photocopies of checks must be forwarded to the treasurer for recording of the income.
- ω For audit purposes, registration lists and/or records of individual payments may be requested to document registration income; if another District volunteer maintains those records be sure to have access to them when/if needed

Qualifications:

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



District Area Director

Supervisory Contact:

- ω District Area Director Vice President
- ω District First Vice President
- ω WRJ First Vice President
- ω WRJ Professional, Department of Service to Sisterhoods and Districts (or Sisterhood Relations and Leadership Support)
- ω WRJ Executive Director

Objectives:

- ω Ensure that the District is the liaison between local sisterhoods/women's groups and WRJ
- ω Directly contact local affiliated sisterhoods/women's groups and their presidents
- ω Notifying the Vice President for Area Directors to facilitate dialogue between local sisterhoods/women's groups and WRJ Experts when needed
- ω Represent the District at local sisterhood/women's group events

Expectations:

- ω Attend all District events
- ω Establish and maintain regular contact with your assigned sisterhoods/women's groups
- ω Prepare reports to be presented at District board meetings, District conventions and other district meetings.
- ω Communicate with Vice President of Area Directors and District First Vice President on a regular basis
- ω Be active in your local sisterhood/women's group

Responsibilities:

- ω Make contact with your assigned sisterhoods/women's groups at least four times per year, preferably by telephone
- ω Maintain e-mail communication with your assigned sisterhoods/women's groups as much as possible
- ω Visit each of your assigned sisterhoods/women's groups at least once during a biennial period
- ω Submit reports of your sisterhoods/women's groups to the First Vice President and Vice President Area Director twice a year or as requested
- ω Disseminate WRJ information to your assigned sisterhoods/women's groups
- ω Report any change of sisterhood/women's group leadership or contact information to the appropriate District board members



- ω Refer your assigned sisterhoods/women's groups to the appropriate District or WRJ expert (ex: YES Fund questions to the correct Vice President)
- ω Refer any problems in your assigned sisterhoods/women's groups to the Vice President of Area Directors
- ω Support any Area Days to which your sisterhoods/women's groups are invited - encourage participation, invite sisterhoods/women's groups, present content as requested
- ω Keep detailed written records of all communication with your assigned sisterhoods/women's groups
- ω Compile and maintain written records of your duties and responsibilities, including a timeline of your two-year responsibilities
- ω Maintain old records and materials that are passed on to you from prior officer
- ω Assure that your records are passed on at the end of your term
- ω Attend WRJ Fried Leadership Conference and other WRJ conferences when possible

Qualifications:

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



COMMITTEE JOB DESCRIPTIONS

COMMITTEES – All committee chairs are appointed by the President. The President or the Chair may then appoint committee members. Chairs serve two general functions. Chairs assist in the effective operation of the District and also serve as a resource for our members.

Each new administration may add or delete chairs. Some chairs may be created for the District Convention: Evaluations, Credentials, Parliamentarian & Resolutions. Examples of other Chairs may include: Special Projects, Judaica Shop, Caring Community or Interfaith.

COMMITTEE CHAIRS

Advocacy/Critical Issues – This Chair will work with the VP of Advocacy to fulfill the advocacy mission of WRJ and involve, educate and engage women in our District in critical issues.

Alumnae – The District wants to build a strong Alumnae community of past District Board Members. This chair will work with the President to create a program that will encourage past board members to engage in the ongoing activities of the District and share their knowledge and expertise in many ways. By rekindling their involvement, we hope this will encourage them to mentor rising leaders in the District and reconnect with friends. This new venture has developed a membership dues structure and the District board determined that funds raised will support leadership development.

Budget – The treasurer serves as the chair of the budget committee. Her responsibilities include working with the committee to formulate a District budget for approval at the district convention every two years.

Camp/Youth – This Chair collects and disseminates information about ongoing and special camp and youth programs.

Convention Local Arrangements Chair(s) – This Chair coordinates all aspects of planning the District Convention except for the program. She handles all arrangements – hotel, food, etc. as well as registration, and logistics. A committee, which includes the District First Vice-President, assists the Convention Chair(s).

District Scholarship/Leadership Development – This Chair will coordinate and implement systems and procedures to encourage members to apply for available scholarship funds for District events. The committee will review applications to ensure eligibility requirements are met and notify



applicants of decision. Criteria for eligibility and other information are contained in the District Policies and Procedures document.

Electronic Archives/Digital Storage – This Chair is responsible for keeping and updating a written account of the WRJ Atlantic District history. Various reports, meeting minutes and memorabilia should be documented.

Fundraising/Philanthropy - This Chair will work with the VP Development & Special Projects and will coordinate the fundraising efforts for each of our District funds, the WRJ YES Fund and ensure that donations are acknowledged appropriately.

Jeannette Miriam Goldberg Youth Fund (JMG) – This fund was established within District 5 and has now expanded to support NFTY youth organizations within the entire Atlantic District. Funds raised are distributed to NFTY youth within the Atlantic District to help underwrite the expense of attending youth leadership development opportunities by providing scholarship funds. The responsibilities of this committee are to increase fundraising efforts and support by District sisterhoods/women’s groups by furthering our understanding of the purpose of this fund.

Nanci Pompan Leadership Development Fund – This fund was established to encourage and enable as many women as possible to attend District events. It is hoped that by providing financial resources, the scholarship funds will enable more women to have the opportunity to see and experience what we do and be encouraged to become future leaders. Nanci Pompan z”l, a Past President of the District, was passionate about developing and mentoring future leaders. The District Scholarship Fund was renamed in her memory to honor her passion and connection to the Atlantic District.

Tribute Donations: Nanci Pompan Leadership Development Fund / Jeannette Miriam Goldberg Youth Fund – This committee will ensure that thank-you acknowledgements are sent to all donors to these funds along with tax-deduction acknowledgement receipt for the contribution, and that Tribute cards are sent to all honorees. Additional information is contained in our Policies and Procedures document.

YES Fund – The responsibilities of this committee are to increase fundraising efforts and our participation by furthering our understanding of the YES Fund. Encouraging different ways of using the many different types of Uniongrams, cards and other materials offered in the YES Fund catalog will aid in this goal. She may also assume the responsibility of soliciting contributions at area meetings.

Membership/New Affiliates – This Chair will work with the VP of Area Directors to encourage unaffiliated women's groups and unaffiliated individual women to connect with the District and WRJ.



Newsletter/E-Blast Editor – This Chair is responsible for organizing a Newsletter for our district in a timely manner and on a regular basis.

Nominating/Leadership Development – This Chair (traditionally the immediate past president), following the directives of the Women of Reform Judaism Atlantic District by-laws, will schedule meetings as needed with committee members. The committee members are appointed by the District President. It is their job to recommend a slate of Officers for election to the District Executive Committee prior to the District Convention. This committee shall remain active throughout the two-year biennial period to make continuing recommendations for future leadership or assist the executive committee to fill any position that becomes vacant.

Or Ami – The Women of Reform Judaism Or Ami "Light of My People" Awards for Special Achievement, recognized at WRJ conferences, honor sisterhoods/women's groups and districts undertaking distinctive and significant social justice programs, community service, or educational projects. WRJ is proud of the achievements of the many sisterhoods and Districts that submit applications for the Or Ami Awards. The District Chair will contact Sisterhood President's to make sure they are aware of the award and encourage them to submit applications if they have a program that would qualify. Examples of past awards may be shared.

Photographer - This Chair is expected to ensure that photographs are taken at District events and she is to keep an organized collection of these photographs.

Program – The Program Chair, with the District Board, creates and implements programming for the District meetings which may include the District Convention and Interim Board Meeting/Retreat.

Social Media – This Chair will work to enhance the District's visibility through various electronic tools and engage with district officers to increase membership.

Speakers Bureau – This Chair coordinates District speakers for local Sisterhood /Women's Group functions such as Installation, Sisterhood Shabbat, Board Orientations, etc.

Sunshine/Caring Fund – This committee will ensure that Uniongrams are sent to board members to acknowledge life cycle events as identified in our District Policies and Procedures document. Additional forms of acknowledgements for various situations and guidelines for expenditures are also included in the District Policies and Procedures document.



Website Manager – This Chair is responsible for updating the information, articles and photographs on the WRJ Atlantic District website in a timely manner on a regular basis.

DISTRICT FORMS & RESOURCES

Note: All of the files listed below reside on Yammer in the Atlantic District section, under the files tab. The imbedded links will lead to the document selected. You must have a Yammer user name and password to access these resources. Yammer user access can be requested from WRJ by sending a request to: leadership@wrj.org. Then sign up to join the Atlantic District group.

❖ Sisterhood/Women's Group Info & Forms:

[District Dues Request Letter](#)

[District Dues 2017/2018 Submission Form](#)

[Annual Leadership Change Report to WRJ](#)

[Financial Obligations & Responsibilities](#) – Dues, YES Fund, WRJ Projects, District Projects

[District Speakers Bureau - Information](#)

[District Speakers Bureau – Speaker Request Form](#)

❖ Area Director Forms & Resources:

[Area Director/Sisterhood Contact Form](#)

[Area Director Report of Area Event](#)

[Sisterhood Crisis Intervention Form](#)

[Area Day Planning Guide](#)

[Samples for WRJ Atlantic District Area Day Programs](#)

❖ Executive Board Forms:

[District Semi-Annual Report to WRJ - DP](#)

[First Vice President Report of Activity to DP](#)

[Vice President Report – Advocacy](#)

[Vice President Report – Area Directors](#)



Vice President Report – Development & Projects

Vice President Report – Marketing & Communications

❖ **Financial Forms:**

Advanced Payment Check Request

Check Request

Expense Reimbursement Request Form

❖ **Fundraising & Scholarship Forms & Information:**

Jeanette Miram Goldberg Youth Fund

Nanci Pompan Leadership Development Fund

Tribute Donation Information

Tribute Donation Submission Form

Scholarship Application

❖ **Committee Contact Forms:**

Alumnae Society Invite – WRJ Atlantic District

Alumnae Membership Brochure & Registration

Nominating Committee Letter

Nominating Committee – Application Form

Congregation Contact Form – WRJ Atlantic District

**YES Fund & JMG Youth Fund Letter 2017 – Includes links to YES Fund Video
& YES Fund Allocations**

❖ **General Information:**

Know Your ABC's

Tips on Travel While Giving Your Services to Charity

WRJ Consultant Program – When you Need an Expert