



I. SISTERHOOD CRITERIA FOR ELIGIBILITY

1. The sisterhood must be an affiliate in good standing with Women of Reform Judaism and WRJ Southwest District (i.e. WRJ and district dues must be current).
2. The congregation must be an affiliate of the Union for Reform Judaism.
3. The sisterhood president must sign the submission endorsement portion of the candidate's Application for Nomination. If the sisterhood president is unable to sign the candidate's nomination form, or if she herself is the candidate, the position of the signer must be identified (e.g. sisterhood vice president, past president).

II. CANDIDATE'S CRITERIA FOR ELIGIBILITY

1. She must be Jewish.
2. She must be a member of a WRJ sisterhood that meets the criteria listed above.
 3. She must be a member of a URJ congregation.
 4. She must demonstrate active involvement and leadership within her own sisterhood, and the community in which she resides.
5. The enclosed nomination form must be completed by the candidate, giving a full description of her abilities, experiences and talents. The application must then be properly signed.

III. RESPONSIBILITIES OF A WRJ SOUTHWEST DISTRICT EXECUTIVE COMMITTEE MEMBER

1. Serves one two-year term, from November 2018 through November 2020.
2. Is an active participant in and attends WRJ Southwest District events and meetings
 - a. Biennials
 - b. Interim Board meetings at Women's Retreats
 - c. Executive Committee meetings both in-person and by conference call. (Reimbursement for transportation for the executive committee for meetings of the executive committee will be offered up to an amount to be determined.)
3. Brings her experience and judgment in service to the WRJ Southwest District, and is prepared to commit time and effort to WRJ Southwest District assignments and events.
4. Is knowledgeable about WRJ and the Southwest District, its activities, programs, projects and website.
5. Is an active member and representative of WRJ Southwest District
 - a. To her own sisterhood by
Being an active member of her sisterhood.
 1. Encouraging her sisterhood to support WRJ and Southwest District programs and projects.
 2. Works to increase membership and develop new leaders.
 3. Looks for and mentors potential WRJ Southwest District executive committee members.
 4. Advocates for issues of importance to WRJ.

IV. ROLE OF THE WRJ SOUTHWEST DISTRICT EXECUTIVE COMMITTEE MEMBER

1. Supports and implements the WRJ Southwest District mission.
2. Establishes policies to be implemented by WRJ Southwest District.
3. Conducts the business of the organization between biennials.
4. Implements the decisions of the biennial delegates.
5. Plans, authorizes, evaluates and may help to implement, programs and projects.
6. Promotes WRJ and the Southwest District: its purposes, programs and projects.
7. Motivates and inspires women as potential leaders locally and throughout the district.
8. Perpetuates Reform Judaism.
9. Plans for the future of the WRJ Southwest District.

Additional material may accompany the nomination form that more fully describes the candidate's exceptional abilities, experiences, and talents.

There are some expenses incurred by members of the WRJ Southwest District Executive Committee. We encourage your sisterhood to budget leadership development funds to provide financial assistance for those expenses. Your sisterhood will benefit greatly by having a direct link to the WRJ Southwest District.

Thank you for taking the time to identify candidates to serve on the WRJ Southwest District Executive Committee.

Candidate's online Nomination Form to be returned no later than **May 15, 2018** to **Deb Mayworm, Nominating Committee Chair**, themayworms@cs.com



V. EXECUTIVE COMMITTEE JOB DESCRIPTIONS

President

It shall be the duty of the President to preside at all meetings; to appoint Committee Chairs, Members-at-large and special task forces; she shall serve as an Ex-officio member of all committees except the nominating committee; she shall have general supervision of the interests of the District and perform such duties that are indigenous to the office. The President shall represent the District as stipulated by WRJ. She shall name committees such as a budget committee, a financial policies committee, an audit committee, a bylaws committee and a nominating committee.

First Vice President

The First Vice President shall serve as an administrative aide to the President. She shall provide direct supervision to the Area Directors and the Program Chair for Interim Meetings and the District Biennial and shall work with the President in the planning of both the Interim and Biennial meetings of the District, The First Vice President shall represent the District as stipulated by WRJ, which currently includes WRJ board meetings and District Presidents Council. She shall fill in for the president at meetings and events when the president is not available or appoints her to lead a meeting or event.

Vice President of Development

The Departmental Vice Presidents shall, when called upon by the President, assist the President in the performance of her duties. They are responsible for assuming a portfolio corresponding with a WRJ Department and the functioning of its committees. The Vice President of Development shall administer fundraising for the district including at district events to benefit the district treasury, the WRJ YES Fund, WRJ projects or other projects as deemed appropriate by the executive committee. She shall find and oversee chair people to fulfill these duties. She shall offer fundraising and development ideas and consultation to sisterhoods, and connect with other Vice Presidents of Development in the other WRJ Districts.

Vice President of Marketing and Communications

The Departmental Vice Presidents shall, when called upon by the President, assist the President in the performance of her duties. They are responsible for assuming a portfolio corresponding with a WRJ Department and the functioning of its committees. The Vice President of Marketing and Communications shall oversee newsletters, social media, websites, brochures, branding and logos, emails and other forms of communication between the district and its members. She shall find and oversee chair people to fulfill these duties. She shall offer marketing and communications ideas and consultation to sisterhoods and connect with the other Vice Presidents of Marketing and Communications in the other WRJ districts.

Treasurer

The Treasurer shall receive all monies of the District and deposit the same in FDIC-insured banks approved by the Executive Committee. Deposits should be made within a week of receipt.

She shall pay all approved bills in a timely manner. Bills must be approved by a signature of the president or first vice president. She will ensure that no one will be allowed to write their own reimbursement or approve their own expenses. All expense requests must use the approved expense reimbursement request form.

The Treasurer shall keep a record of payments received and all bills paid in the approved record-keeping software. She must keep a copy of all paperwork for at least seven years and pass it along to her successor.

For every deposit, she must 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).

For every expense, she must be able to provide copy of authorization in writing from the District President or First Vice President; original or copy of 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 program is used by the District).

She shall reconcile the accounts with the bank statements monthly.

She shall maintain a PayPal account (or other credit card processing system) for use by District for all meeting registrations. When entering information into QuickBooks (or whatever accounting software is used by the District) she shall 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).

The Treasurer shall present a detailed report at the Interim and District Biennial Meetings as well as at monthly executive committee meetings.

She must get the approval of the executive committee before moving money from one fund to another. She must work with the Financial secretary to make sure dues are deposited and accounted for correctly.

She shall serve on the budget committee to create a budget for the next two-year cycle.

She shall submit the books to a district audit every two years, and she will supply WRJ auditors with the financial information they request. She shall cooperate with WRJ in providing any and all requested documents and information for the annual audit. During the time the audit is taking place (generally August–October) the auditors will test our systems by requesting random samples of backup documentation. If such sampling includes our district, the expected turnaround time is a few days.

She shall supply annually to WRJ Statement of Activities (Profit & 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. Any financial questions or inquires made by WRJ are to be answered in a timely manner and copied to the District President. She should also send Statement of Activities and Statement of Position reports to the District Board.

For district events, she should prepare a spreadsheet of the meeting's income and expenses for each event for audit and committee review. She shall keep this information for 3 years with the District's financial records.

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, the Treasurer must be sure to have access to them when/if needed.

Recording Secretary

The Recording Secretary shall keep an accurate record of all meetings. She shall have custody of the By-Laws and Standing Rules.

She shall distribute the meeting minutes in a timely manner, preferably one week after the meeting was held. She shall know and use good grammar and spelling, and she shall have past meeting minutes available for consultation at the executive committee's request.

Corresponding Secretary

The Corresponding Secretary shall attend to all correspondence of the District and send notification of all meetings.

She shall compile and keep current a directory of Officers, Directors and Committee Chairs as well as Sisterhood presidents.

She shall write Uniongrams for good and welfare at the request of the president.

Financial Secretary

The Financial Secretary shall send dues bills to affiliated Sisterhoods three times a year and receive dues payments. She will ensure that the treasurer receive such checks for deposit in a timely basis

She shall keep a record of payment received along with the treasurer. She shall prepare a monthly report submitted to the executive committee. She shall report to WRJ Dues Committee which sisterhoods have not paid for the year when the fiscal year closes out.

She will serve as the treasurer's backup in the event the treasurer cannot fulfill her duties.

Senior Area Directors

The District Senior Area Directors shall report to the District First Vice President. They shall ensure that the District is the liaison between the local sisterhoods and WRJ and coordinate the effort of a group of District Area Directors. They shall directly contact local affiliated local sisterhoods and WRJ consultants when needed when an area director cannot fulfill her duties. She may be assigned some local sisterhoods to serve as their area director as well. They shall represent the District at local sisterhood events and help area directors create programming when meeting with local sisterhoods.

Area Directors

Area directors shall communicate directly on at least a quarterly basis with their designated sisterhoods and provide written reports on those communications to the First Vice President and her Senior Area Director.

She shall be to encourage to visit each sisterhood once each two-year term or arrange for another member of the executive committee to do so, at the request of the Sisterhood.

She shall be encouraged to talk to her sisterhoods about an area event if it makes geographic sense.

