

WRJ Heartland District Job Descriptions

Executive Committee

Qualifications

- Be a member of WRJ NA.
- Reside in the geographical area that defines the WRJ Heartland District.
- Be aware of all duties and obligations of the position held.
- Be able to devote necessary time to fulfill duties of position.

Expectations

- Support the mission and vision of WRJ NA.
- Direct the work of the district through the lens of the WRJ Strategic Plan (found in the WRJ Heartland Mighty Networks resources) reflecting the pillars of Sisterhood, Spirituality and Social Justice.
- Act as a role model and ambassador by generating feelings of inclusion and belonging. Be respectful of all participants. Assume best intentions and speak kindly. Create a caring community. Work in a collaborative spirit. Always look for common ground and solutions.
- Become familiar with the Heartland District's Constitution and Policy and Procedures.
- Work collaboratively with WRJ and Heartland District leaders.
- Communicate as needed with district president, district 1st VP, and other district officers.
- Participate in district meetings and events, including district executive committee and board meetings. Attend as many district events as possible. Attend WRJ NA events as able.
- Speak and present at district events, upon request.
- Compile and maintain electronic records of your portfolio/duties/responsibilities including a timeline of your three years in office.
- Provide reports to executive committee and board, as requested by district president/1st VP, and highlight any areas of concern. Ensure that committee chairs within portfolio provide reports to district executive committee and board, as needed.
- Work with other district leaders in similar positions across WRJ North America, the WRJ NA VP who oversees relevant portfolio, and WRJ staff.
- Join and become well versed in Mighty Networks.
- Find joy in the work!

President

Qualifications

Must meet the qualifications of WRJ NA Board membership.

Supervisory/Advisory Contact:

- WRJ President, WRJ 1st VP, and relevant WRJ VPs
- Relevant WRJ staff

Objectives:

- Ensure that the district is the liaison between local affiliates and WRJ.
- Focus the district on effectively serving local affiliates.
- Move the district forward in its objectives and lead through consensus-building.
- Work collaboratively with WRJ President, WRJ 1st VP, relevant WRJ VPs, WRJ staff liaison, and WRJ staff.

Responsibilities:

- Provide leadership to the district board.
- Supervise officers and committees of the district.
- Preside at all district meetings.
- Provide board training including distribution of Board Expectations, job descriptions, and District Constitution and Policies & Procedures.
- Create, maintain, and ensure distribution of a calendar of Heartland District events in consultation with appropriate stakeholders. Coordinate calendar with WRJ NA major events.
- Monitor progress of goals and objectives of district.
- Mentor district 1st VP.
- Appoint committee chairs and/or committees in conjunction with any constitution or by law mandates.
- Support and serve *ex officio* on all committees, as outlined in Constitution and policies and procedures.
- Support and oversee all district officers and board members.
- Assure district organization structure is functioning well and manage change process if applicable.
- Start a formal review of the organizational structure of the district with the executive committee at least six months prior to the first meeting of the nominating committee to prepare the slate for the next term.
- Be a resource and support to 1st VP for convention.
- Present reports of the district at all district board meetings and conventions.
- Communicate with appropriate leadership to know what is going on with the affiliates in the district.
- Communicate with the district board on a regular basis.
- Work to foster relationships with unaffiliated women's groups.
- Review and be a signatory on all contracts and agreements to which the district is a party, ensuring they are in accordance with WRJ policies.
 - All contracts above \$1,000 must be approved by WRJ prior to signing.
- Attend:
 - As many district area events as possible

- All WRJ events to which district presidents are invited
- WRJ Board meetings
- Fried Women's Conference
- WRJ District Presidents Council
- Major URJ events when possible.
- Represent the district at WRJ events and or meetings.
- As requested by WRJ, arrange an event for all district attendees at WRJ in-person functions.
- Work with the 1st VP to submit reports of the district to the WRJ office and to the relevant WRJ VP twice per fiscal year (**January and July**).
- Submit district budget to WRJ office for approval before vote.
- Submit district convention budget to WRJ office for approval at least six months before convention.
- Approve Expense Reimbursement Requests verifying the original bill to is attached the and forward them to the treasurer in a timely manner.

Committee Chairs:

- Belonging and Inclusion
- Ethics
- Parliamentarian

1st VP

Qualifications

Must meet the qualifications of WRJ NA Board membership.

Supervisory/Advisory Contact:

- District president – direct report
- WRJ president, WRJ 1st VP, and relevant WRJ VPs
- Relevant WRJ staff

Objectives:

- Ensure that the district is the liaison between local affiliates and WRJ.
- Assist the District President and serve in her role if necessary.
- Directly supervise Regional vice presidents.
- Appoint and directly supervise convention chair(s) to ensure that the district convention reflects the pillars of Sisterhood, Spirituality and Social Justice.
- Work collaboratively with relevant WRJ VPs, WRJ president, WRJ 1st VP, WRJ staff liaison, and WRJ staff.

Responsibilities:

- Assists the president and is the presumed next president for the succeeding term.
- Attends as many district events as possible.
- Presides at any district meetings and events at which the president is unable to attend.
- Chair the district Convention Committee or appoint a chair to the position.
- Directly supervise and be responsible for the chair(s) of the district convention.
- Ensure that reports of each Regional VP and area directors are presented at district board meetings and conventions.
- Along with Regional VPs, prepare an outline for area directors to use when contacting affiliates that includes WRJ information as well as district information.
- Encourage and plan along with the Regional VPs an area event in each area, when possible.
- Communicate with Regional VPs and area directors on a regular basis and attend Regional VP/area director meetings.
- Post reports of the Regional VPs and area directors after each round of area director phone calls.
- Immediately report any potential disaffiliations or problems that may lead to a disaffiliation to the District President and responsible WRJ Staff.
- Coordinate and attend ongoing training sessions with your Regional VPs and area directors.
- Learn as much as possible from your mentor, the District President.
- Work with the District president to learn how to submit reports to WRJ.
- Attend all WRJ events to which district 1st VPs are invited.
- Attend all WRJ board meetings (voice/not vote).
- Actively participate on the WRJ District Presidents Council.
- Supervise the Membership Chair in maintaining an accurate database of board members, affiliates and their leadership.
- Collaborate with the Constant Contact Chair in maintaining an accurate database.

Committee Chairs:

- Convention Chairs (including Awards)
- Membership Chair/Database management

Recording Secretary

Qualifications

Good writing skills

Supervisory/Advisory Contact:

- District President – direct report
- 1st VP
- Relevant WRJ VP

Objectives:

- Create and maintain records and minutes for the district.
- Ensure timely distribution of district records and minutes.
- Maintain a list of items that may need constitutional or Policy and Procedure review.

Responsibilities:

- Create a written record, including attendance of all district meetings, and conference calls.
- Distribute minutes within one month of a meeting.
- Maintain copies of all minutes, recordings and official documents.
- Maintain the most recent copy of the District Constitution and Policies & Procedures.
- Attend all district meetings and events.
- Present reports at district board meetings and conventions when appropriate.
- Communicate with District President on a regular basis.
- Directly supervise Good and Welfare, Constitutional Revisions, and Speakers Bureau Chairs.

Committee Chairs:

- Good and Welfare
- Constitutional Revisions
- Speakers Bureau

Treasurer

Qualifications

- Working knowledge of QuickBooks (or whatever accounting system is used by the district), Excel, and bookkeeping is a necessity
- Experience in serving as a treasurer or in another relevant financial position in other organizations

Supervisory/Advisory Contact:

- President
- WRJ treasurer
- Relevant WRJ staff

Objectives:

- Monitor the district's financial operations
- Responsibly handle the income and expenses of the district
- Deposit all monies and pay all invoices in a timely manner
- Keep the District President and district board informed of all activity
- Supervise, mentor and work with the assistant treasurer

Expectations:

- Knowledge of and abide by WRJ's mission statement.
- 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 through October) the auditors will test our systems by requesting random samples of back-up documentation. If such sampling includes the district, the expected turn-around time is a few days.
- Be knowledgeable and able to be the public representative of WRJ.
- Develop leadership potential of other board members.
- Perform as a role model and mentor assistant treasurer & membership secretary, requesting she be invited to executive committee meetings as appropriate.
- Be aware of all duties and obligations of your position.
- Keep district notebook/records 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 district events including board meetings, area days, and conference calls when possible.
- Attend WRJ events when possible.
- Present financial reports at district board meetings and conventions.
- Communicate with District President on a regular basis.
- Be able to devote the necessary time to fulfill your duties.

Responsibilities to Maintain District Books:

- Receive all monies of the district and deposit in a timely manner.
- All checks made out to the district are sent to the treasurer who deposits the checks into the appropriate account in a timely manner, at least once per week.
- Checking account(s) are to be maintained at an FDIC insured bank institution.

- Write all checks. Requests for reimbursements and any bills/invoices/payments are sent with a signed Expense Reimbursement Request and the corresponding original bill to the district president who approves the request and forwards it to the treasurer for payment.
- Pay all bills in a timely manner. Retain all backup, including signed approvals and receipts, in case needed for the WRJ audit. Records should be kept for seven (7) years.
- Monitor and maintain bank account(s) and reconcile monthly.
- Submit monthly bank statements and bank reconciliations to WRJ. This includes all bank accounts such as checking, money market, CD, credit union, etc. If the bank only provides quarterly statements for a money market or CD, those should be sent to WRJ as received.
- Maintain old records and materials that are passed on to you from the prior treasurer.
- Assure that your records are passed on to the subsequent treasurer.
- Submit a financial report at each board meeting and district convention.
- Keep the district president apprised if actual income and/or expenses vary materially from the approved budget.
- Submit balance sheet (Statement of Position) and profit and loss statement (Statement of Activities) to WRJ at the end of each fiscal year (June 30).
- Provide WRJ with all information requested as part of the WRJ audit process. Any financial questions or inquiries made by WRJ are to be answered in a timely manner and copied to the district president.
- The district treasurer chairs (or appoints a chair of) the Budget Committee and documents the proposed and final budget details. This budget must be approved by the district executive committee at least four (4) weeks prior to the time the district budgets need to be approved by WRJ. This includes both the operating budget and a convention or event budget, as applicable.
- The district treasurer serves on the Heartland District Investment Committee.
- Be familiar with WRJ's *Mandated Financial Policies and Procedures for ALL Districts* and the *Proposed Financial Policies and Procedures for WRJ Districts*.
- Mentor the assistant treasurer.

Reporting for District Gatherings, Area Days, District Conventions and Other District sponsored events:

- Prepare a spreadsheet of the meeting's income and expenses for each event for audit and committee review. Keep this information for three (3) years with the district's financial records.
- Be present on all executive committee conference calls. Report on financial status to board members when requested by the district president.
- Attend district board meetings and report on the financial status of the district
- If applicable, maintain a PayPal account (or other credit card processing system) for use by the district for all meeting registrations. When entering the information into QuickBooks (or whatever accounting software is used by the district) be sure to record the income by type. Any fees charged to the PayPal (or other credit card processing system) are to be recorded separately from the deposit (net of gross income).
- For audit purposes, registration lists and/or records of individual payment may be required to document registration income. If another district volunteer maintains those records be sure to have access to them if/when needed.

Committee Chairs:

- Assistant Treasurer

Assistant Treasurer

Qualifications

- Working knowledge of QuickBooks (or whatever accounting system is used by the district), Excel, and bookkeeping is a necessity.
- Experience in serving as a treasurer or in another relevant financial position in other organizations.

Supervisory/Advisory Contact:

- District treasurer - direct report
- District president
- WRJ treasurer, president and 1st VP
- Relevant WRJ director

Objectives:

- Assist treasurer with some of the day-to-day duties.
- Help with audit and serve as back up if treasurer is away or unable to help.

Responsibilities:

- Assist district treasurer where needed.
- Understand the responsibilities of the treasurer so she can help if needed.
- Understand WRJ audit process so she can be of assistance.
- Sit on Investment Committee and Budget Committee.

District Vice President, Philanthropy

Supervisory/Advisory Contact:

- District president -- direct report
- Relevant WRJ VPs
- Relevant WRJ Director and Staff

Objectives:

- Advance the initiatives of WRJ by ensuring that the committee chairs in this portfolio serve as liaisons between the local affiliates and WRJ.
- Coordinate the district's fundraising efforts in relationship to scholarships, restricted funds, conventions, camps and district operations.

Responsibilities:

- Work with YES Fund (Youth, Education, and Special Projects) chair to ensure every district sponsored event includes a process for giving whether through a direct appeal, the availability of pledge cards, or displaying YES Fund products prominently.
- Understand how to make a YES Fund pitch and train area directors and leaders to be able to make this pitch as well.
- Directly supervise and be responsible for the committee chairs of the department.
- Ensure that the committee chairs are aware of the resources available from WRJ for fundraising, how to use the resources, and help train women when appropriate.
- Ensure that reports of each committee chair are presented at district board meetings conventions.
- Be knowledgeable on general fundraising to help affiliates when needed.
- Assist chairs with writing articles when appropriate for district communications.
- Keep district board informed of all WRJ Fundraising initiatives when appropriate (special fundraising campaigns, e.g.- Centennial campaign, Torah Commentary).
- Participate in periodic meetings with other similar district VPs and the with relevant WRJ VP, to share best practices and keep up to date on any WRJ initiatives.
- Communicate with committee chairs on a regular basis including ongoing training.

Committee Chairs:

- Camps
- District fundraising
- YES Fund
- *Ner Tamid*

District Vice President, Engagement

Supervisory /Advisory Contact:

- District president – direct report
- Relevant WRJ VPs
- Relevant WRJ Director and Staff

Objectives:

- Advance WRJ initiatives and engage WRJ members by ensuring that the committee chairs in this portfolio serve as liaisons between the local affiliates and WRJ
- Coordinate the district's engagement efforts in relationship to district gatherings, utilizing...
 - o District-wide events
 - o programming
 - o leadership training
 - o grants
 - o ritual/worship.

Responsibilities:

- Ensure every district sponsored event includes an opportunity to connect women socially to encourage engagement.
- Participate in the planning of district gatherings.
- Directly supervise and be responsible for the committee chairs of the department.
- Ensure that the committee chairs are aware of the resources available from WRJ for engagement, how to use the resources, and help train women when appropriate.
- Ensure that reports of each committee chair are presented at district board meetings/conventions.
- Be knowledgeable on general engagement opportunities to help affiliates when needed.
- Write articles when appropriate for district communications regarding engagement.
- Keep district board informed of all WRJ Engagement initiatives when appropriate.
- Participate in periodic meetings with other similar district VPs and with relevant WRJ VP, to share best practices and keep up to date on any WRJ initiatives.
- Communicate with committee chairs on a regular basis including ongoing training.

Committee Chairs:

- District-wide Events
- Grants
- Leadership Training
- Programming
- Ritual/worship

District Vice President, Marketing & Communications

Supervisory/Advisory Contact:

- District president (direct report) and 1st VP
- Relevant WRJ VPs
- Relevant WRJ Director and Staff

Objectives:

- Ensure that the work and messages of the district and WRJ are appropriate and timely, and are filtered to the local affiliates whether it is through social media, newsletters, website or emails.
- Ensure that an email database is maintained for marketing purposes.
- Ensure that the technology being used for marketing and communications purposes is the best value for money.

Responsibilities:

- Develops and implements marketing and communications strategies to enhance awareness of the Heartland District and communications with its sisterhoods/women's groups and individual members.
- Review and approve all communications for the district, and ensure timely distribution.
- Directly supervise and be responsible for the chairs of the department.
- Ensure that reports of each chair are presented at district board meetings/conventions as appropriate.
- Update District Google drive and Mighty Networks with M&C materials.
- Work with the DP and Lev el Lev editor to plan a rotation of articles for the email blast or other communications, including district newsletter.
- Oversee Marketing/Technology chairs to ensure that the district needs are being met.
- Work with Social Media chair to maintain a social media presence.
- Work with Website Chair to maintain accuracy of information on website.
- Explore new methods of communication within and among the districts and between districts and affiliates; make recommendations for adoption and implementation.
- Ensure consistent application of WRJ and district branding.
- Participate in periodic meetings with other similar district VPs and the WRJ Staff to share best practices and to keep WRJ informed.

Committee Chairs:

- Communication
 - Constant Contact dissemination of custom emails
 - Constant Contact maintenance
 - Lev el Lev Monthly Newsletter
- Marketing/Technology
 - Registrations/Surveys/Forms
 - Zoom Technology
- Social Media
- Website

District Vice President, Social Justice

Supervisory/Advisory Contact:

- District president – direct report
- Relevant WRJ VPs
- Relevant WRJ Director and Staff

Objectives:

- Advance the initiatives of WRJ by ensuring that the committee chairs in this portfolio serve as liaisons and educators between the local affiliates and WRJ.
- Coordinate the district's advocacy and social action efforts.

Responsibilities:

- Ensure every district sponsored event includes a social action/social justice/advocacy component.
- Understand how to discuss WRJs social justice platforms and train area directors and leaders to be well versed in this subject.
- Directly supervise and be responsible for the committee chairs of the department. Communicate with them on a regular basis including ongoing training.
- Ensure that the committee chairs are aware of the resources available from WRJ for advocacy, how to use the resources, and help train women when appropriate.
- Ensure that reports of each committee chair are presented at district board meetings/conventions.
- Be able to help affiliates when they need to understand advocacy, on local and global levels.
- Write articles when appropriate for district communications regarding WRJs advocacy efforts.
- Keep district board informed of all WRJ Advocacy efforts when appropriate (special action items that need highlighting or a quick turnaround).
- Keep up to date on RAC advocacy efforts.
- Participate in periodic meetings with other similar district VPs and with the relevant WRJ director to share best practices and keep up to date on any WRJ initiative.

Committee Chairs:

- Education and advocacy
- Social action

Regional Vice President(s)

Supervisory/Advisory Contact:

- District 1st VP – direct report
- District President
- Relevant WRJ VPs

Objectives:

- Ensure that the district is the liaison between local affiliates and WRJ.
- Supervise and coordinate the efforts of a group of district area directors.
- Supervise area directors when planning area events.

Responsibilities:

- Communicate with district 1st VP on a regular basis.
- Work with district 1st VP to prepare an outline for area directors to use when contacting affiliates that includes WRJ information as well as district information.
- Prepare reports to be presented at district board meetings, district conventions and other district meetings where appropriate.
- Work with the 1st VP to train area directors on “common issues” in order for them to speak knowledgeably to affiliates.
- Provide support, coaching and mentoring for Area Directors.
- Ensure the area directors contact their assigned affiliates at least four times per year; arrange or provide for backup coverage as needed.
- Hold meetings with assigned area directors at least quarterly.
- Consider holding zoom meetings with several presidents and their area directors to facilitate sharing of best practices and support.
- Refer questions and problems to WRJ when necessary and be able to refer affiliates to district and WRJ speakers bureau.
- Encourage area directors to visit their assigned affiliates when appropriate and possible.
- Submit summary reports of your group’s affiliates to the district president and 1st VP after each round of calls.
- Report any change of leadership in an affiliate or contact information to the appropriate district board members
- Immediately report any potential disaffiliations or problems that may lead to disaffiliations to the district 1st VP.
- Support any area events to which your affiliates are invited - encourage participation, invite affiliates, present content as requested.

Area Directors

Qualifications:

It is recommended that an applicant for the position of area director are, or have been, an active member of a sisterhood or women's group in order to understand the complexities and culture of a SH/WG affiliate.

Supervisory/Advisory Contact:

- District Regional VP – direct report
- District 1st VP
- District president
- Relevant WRJ VP

Objectives:

- Ensure that the district is the liaison between local affiliates and WRJ (both NA and district) through personal outreach.
- Create a spirit of camaraderie and support among local affiliates and individual members.
- Be alert to potential problems facing local affiliates.

Responsibilities:

- Establish and maintain regular contact with the leadership of your assigned affiliates by phone, email, or text, according to schedule determined by the district - disseminate district and WRJ information.
- Educate assigned affiliates on your role as their liaison, and as their primary support person.
- Immediately communicate potential problems within your assigned affiliates to your Regional VP and district 1st VP.
- Communicate with Regional VP regularly – provide summary reports of your assigned affiliates to your Regional VP and/or post in the designated location.
- Visit each of your assigned affiliates, when possible.
- Help plan and attend area events with Regional VP and 1st VP.
- Participate in affiliate board meetings and events when invited.
- Utilize Mighty Networks – follow the area director community and participate in WRJ AD meetings and trainings.
- Encourage affiliate participation and attendance at area, district, and WRJ events.
- Report any change of leadership or contact information to the appropriate district board members and WRJ office.
- Prepare reports to be presented at district board meetings and conventions, when appropriate.
- Alert your Regional VP if you can't make a round of calls and help arrange back-up.
- Refer your assigned affiliates to the district or WRJ speakers bureau chair as appropriate. Notify Regional VP and 1st VP of these referrals.

Immediate Past District President(s)

The immediate past district president serves, with voice and vote, on the district executive committee. Unless circumstances do not permit, the Immediate past president chairs the nominating committee. She also chairs (or appoints a chair of) the Investment Committee.

WRJ NA Board Members

All WRJ NA board members residing in the Heartland District serve, with voice and vote, on the district executive committee.