WRJ Heartland District Job Descriptions
Committee Chairs

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 your work 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 supervising VP.
- 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 the supervising VP, highlighting any areas of concern. 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 Portfolio

Belonging and Inclusion Chair

Additional qualifications:

▪ Have knowledge of (or willingness to learn) WRJ Belonging and Inclusion initiatives.
▪ Be open to looking for opportunities to increase belonging and inclusion in the district.

Objectives:

▪ Strive to ensure every person who identifies with Women of Reform Judaism, or the larger Jewish world finds a place to belong regardless of age, ethnicity, wealth.
▪ Work with the EC to define annual Belonging and Inclusion goals for the District based on agreed upon objectives.
▪ Work with the various chairs, to ensure every event is accessible and inclusive and creates a sense of belonging for all attendees. This includes looking at food choices, accessibility (hearing, walking, standing, steps and seeing), and hospitality. Encourage and promote programming that is multi-generational.
▪ Work with President(s)/designated committees to provide training or help define training needs and find training resources to promote the District's Belonging and Inclusion vision.

Responsibilities:

▪ Work with the V.P. of Marketing and Communications to ensure that all our communications use inclusive language and images and, in general, reflect our vision.
▪ Be part of the planning teams for major district events to ensure that the district's Belonging and Inclusion goals are met.
▪ Develop a checklist of what Even Chairs need to consider during planning. Work with them on strategies/best practices to help make each person feel seen and included.
▪ Ensure the vision of Belonging and Inclusion is included in District Programs and Training and is posted on the WRJ Heartland website.
▪ Encourage and promote programming that is multi-generational.
▪ Assist District President and Vice Presidents with District Training Workshops on Belonging and Inclusion
▪ Educate district affiliates about WRJ North America and WRJ Heartland District Belonging and Inclusion goals.
▪ Be available as a resource for District Sisterhoods.
▪ Attend District events.
▪ Prepare reports for district Executive Committee, Board meetings, district conventions, and other district meetings as necessary.
▪ Participate in WRJ Belonging and Inclusion meetings and trainings.

Ethics Chair

Additional Qualifications:
Whenever practicable, the WRJ affiliates chair should be a past district president.

Objectives:
To coordinate the district's efforts to promote ethical behavior in all our activities and at all of our events.

Responsibilities:
To attend or be represented at every major District event to implement WRJ ethics procedures if necessary.
To educate district affiliates about WRJ North America and WRJ Heartland District ethics policies

Parliamentarian: (appointed by the president, not a board member)
Additional Qualifications:
Knowledge of parliamentary procedure.

Objectives:
Ensure orderly conduct of all district meetings.

Responsibilities:
▪ In consultation with the president, determine the rules of order to be followed and provide any necessary communication and training.
▪ Be available to the district president at meetings to provide rulings on parliamentary procedure.

1st Vice President Portfolio

Convention Chairs (do not serve on board)

Membership / Database Management

Additional Qualifications:

▪ Must be computer savvy, with proficiency in using spreadsheets, word and PDF documents, and JPG images.

Objectives:

▪ Coordinate and maintain the district database.
▪ Creates and updates district directory.
▪ Coordinate with WRJ and district treasurer on district dues collection, if needed.

Responsibilities:

▪ Maintains the district electronic database and coordinates with the Communication Chair responsible for Constant Contact maintenance.
▪ Updates the directory at least once a year for dissemination to the WRJ Heartland District president, 1st VP, VP of marketing & communications, the executive committee, Heartland board, sisterhood/women's group presidents and liaisons, Heartland District individual members, the rabbis of affiliated congregations and WRJ director of engagement.
▪ Collect district dues if applicable, by corresponding with local affiliates.
▪ Work with WRJ and the district treasurer/assistant treasurer to know which affiliates have paid WRJ NA dues and keep accurate lists of such along with the number of members (including independent members).
▪ Keep the president, executive committee, and area VPs informed about membership statistics, issues, and initiatives.
▪ Work with the WRJ Dues Committee, if necessary.

Recording Secretary Portfolio

Constitutional Revisions Chair

Additional Qualifications:

Familiarity/experience with constitution/bylaw formation and revision. Whenever practicable, this position is held by a past district president.

Objectives:

To assure that the district's constitution and policies and procedures are functioning documents and reflect the district's needs and practices.

Responsibilities:

▪ Form a committee following the guidelines set forth in the district's constitution.
▪ Committee reviews and evaluates the Heartland District Constitution, as well as the WRJ Heartland District Policies and Procedures, and recommends changes, if needed, to the executive committee, assuring that any planned changes are submitted in advance of approval to WRJ.
▪ The committee considers proposals made by the executive committee, the board, or sisterhoods/women's groups for revisions to the Constitution, and Policies and Procedures and, where appropriate, drafts proposed amendments.
▪ Assists the president in presenting any revisions to the appropriate bodies.
▪ Chair serves as a resource to local sisterhoods/women's groups for assistance with their constitutions and bylaws.

Speakers Bureau Chair

Additional Qualifications:

• Comfortable working with electronic forms.

Objectives:

Promotes the availability of district speakers to sisterhoods/women's groups.

Responsibilities:

▪ Assembles a list of the topics on which women in the district are qualified to speak, such as YES Fund, budgeting/finances, strategic planning, and leadership skills.
▪ Develops a list of district leaders willing to represent the district as a Speaker.
▪ Serves as the point of contact for sisterhoods/women's groups who want to request a speaker for events such as an installation ceremony, sisterhood Shabbat, board leadership training/orientation, or workshops.
▪ Communicates with district leadership that all requests for speakers must go through her.
▪ Determines if the sisterhood/women's group is qualified to receive a district speaker and, if so, finds an appropriate speaker.

▪ Collects speeches and presentations given by district speakers and working with the marketing technology chair or her designee, conducts an evaluation with the sisterhoods/women's groups and speakers after the program.
▪ Keeps track of speaking engagements.

Good and Welfare Chair

Qualifications:
Strong written and interpersonal communication skills.

Objectives:
▪ Ensure that Heartland District current board members and past district presidents are acknowledged at times of joy, sorrow, and wishes for a speedy recovery.
▪ Coordinate the communication of Good and Welfare activities for the district.

Responsibilities:
▪ Be the point person for all good and welfare activities, including writing and sending Uniongrams, publication in newsletter, and emails.
▪ Communicate to the executive committee that all good and welfare information should be shared with her.
▪ Communicate via articles in the newsletter that individuals should share good and welfare news about board members and past presidents with her.
▪ Inform the president and appropriate WRJ persons of situations and agree on best communication (e.g. should the president send an email?)

VP Engagement Portfolio

District-wide Events Chairs (two if possible)

Additional Qualifications:

If there are two co-chairs, at least one should have experience in running events.

Objectives:

Plan and implement district-wide events in consultation with the VP Engagement.

Responsibilities:

- Convenes a committee to work with them.
- Consults with appropriate chairs (e.g. ritual, leadership training, programming, social action, and YES Fund) if appropriate.
- In advance of the event and working with the Engagement VP, develops and submits a budget to the president and treasurer, for eventual submission to WRJ.
- Make the arrangements with the venue.
- Plans the programming including necessary technology.
- Publicizes the event with the guidance of the Communications chair and obtains approval as per Heartland District Policies and Procedures.
- Working with the marketing technology chair or her designee, coordinates registration, consulting with the treasurer, as necessary.
- Attends the event (or assigns a committee member to stand in their place) to ensure that the event runs smoothly.
- Working with the marketing technology chair or her designee conducts an evaluation of the event.

Leadership Training Chair

Additional Qualifications:

Experience with developing and implementing training programs (WRJ or district a plus).

Objectives:

To develop and implement training programs for local affiliate leadership.

Responsibilities:

- In concert with the district president and 1st VP, create a Board Training
- In concert with Regional VPs, 1st VP and district president, create a curriculum for training presidents and other leaders of local affiliates.
- Create a calendar for training.
- Work with the communications chair to publicize event and invite participation.
- Develop a core group of trainers who will create and conduct programs.
- Working with the marketing technology chair or her designee, post training program recordings and presentations in Heartland Mighty Networks Group.

▪ Working with the marketing technology chair or her designee, evaluate each program and recommend changes, as necessary.
▪ Maintain a portfolio of district and WRJ NA leadership training programs.

Programming Chair

Additional Qualifications:
Past programming experience, either on the district, local affiliate, or professional level.

Objectives:
To help create and coordinate programming content, including online programs, for the district, and to be a resource on programming ideas for sisterhoods/women's groups.

Responsibilities:
▪ Solicits VPs and chairs about online programs they would like to present.
▪ Helps generate ideas for online programs, coordinating content as needed or requested.
▪ Coordinates reoccurring programming (such as book club).
▪ Works with Regional VPs and area directors to generate ideas for area events, coordinating the programming as needed or requested.
▪ Coordinates with Regional VPs to support pre- or post-program online engagement.
▪ Requests from Regional VPs and area directors information on programming happening in sisterhoods/women's groups to both see what sisterhoods and women's groups are interested in and as a resource for ideas.
▪ Works with the marketing technology chair or her designee, to set up registration and zoom when needed.
▪ Coordinates with the social media, website and communications chairs to promote the programs.
▪ Is a resource for programming ideas for sisterhoods/women's groups.
▪ Recommends the district speakers bureau if appropriate.
▪ Helps to facilitate the sharing of programming ideas between sisterhoods/women's groups.
▪ Provides articles and information on programming for the district newsletter as requested.

Grants Chair

Additional Qualifications:
None.

Objectives:
▪ Support new women's group program initiatives through grants.
▪ Manage the grants program.

Responsibilities:

▪ Working with a team representing legacy districts, re-imagine the district's grants program to be approved by the executive committee.
▪ Create a committee consisting of the president, 1st VP and at least two other VPs to review grant applications.
▪ Working with the marketing technology chair or her designee, create a grant application form. Review the application form to ensure it collects the necessary information.
▪ Provide the form to the communications chair for publicizing the program and post in the district's Mighty Network space.
▪ Monitor the grant email to ensure speedy response to request.
▪ Inform grant requestors of the decision of the committee as well as of any follow through needed from requestors/grantees.
▪ Keep track of all requests and all documentation.
▪ Inform area VPs and area directors of grant recipients.
▪ After the grantee's program is held, send an article to the newsletter to announce the grant recipient.
▪ Coordinate the presentation of the program by the grant recipient at a district event as requested.

Religious Rituals/Worship Chair

Additional Qualifications:
▪ Experience with Jewish ritual and creating services.
▪ Experience with online tech is a plus, such as virtual *Tefilah*.

Objectives:
To serve as a resource to the district and local affiliates for religious services.

Responsibilities:
▪ Maintains a file of worship services, prayers, and installation services.
▪ Co-ordinates with the marketing technology chair to make the services and prayers available on Mighty Networks.
▪ Serves as a guide to sisterhoods/women's groups about the religious and installation services available on Mighty Networks.
▪ Creates or assists with services at district events.

VP Marketing & Communications Portfolio

Communications Chair

Additional Qualifications:

Must be web and computer savvy, with proficiency in creating hyperlinks, JPG images, and PDF documents, as well as use of Microsoft Word, Excel, and PowerPoint. Familiarity with contact management software (e.g. Constant Contact) and cloud storage (e.g. google docs) a plus.

Objectives:

Coordinate and implement all district communications.

Responsibilities:

- Coordinates all email communications for the district through an email platform.
- Selects an appropriate email platform, along with the marketing technology chair and VP of marketing & communications and maintains the district's relationship with the vendor.
- Works with the Membership Database chair to ensure all district contact information is accurate.
- Uses creativity and accuracy to generate email newsletters (Lev el Lev).
- Approves Heartland District communications as detailed in Policies and Procedures.

Marketing Technology Chair

Additional Qualifications:

Must be web and computer savvy, and proficient in products such as Microsoft Word, Excel, PowerPoint, Zoom, Mighty Networks, Wufoo, and Google Forms.

Objectives:

- To manage and coordinate the district's technology resources.
- Serve as a resource to district leadership and local affiliates.

Responsibilities:

- Developing, evaluating, and recommending technology resources for the district.
- Creating and managing a tech support team to assist with implementing programs.
- Managing existing activities such as online registration, conference calls (e.g. Zoom), forms, surveys, and Mighty Networks to best serve the district.

Social Media Chair

Additional Qualifications:

Experience with Facebook, Twitter, Instagram and other social media platforms.

Objectives:

▪ Maintain the district's social media presence.
▪ Serve as a resource to local affiliates.

Responsibilities:

▪ Coordinates the district's social media presence.
▪ Works with VP marketing & communications to determine what types of information should be posted where and required approvals.
▪ Ensures that any social media sites are kept current and coordinates with the website chair to ensure that the various media outlets are complementary.
▪ Approves Heartland District communications as detailed in Policies and Procedures.

Website Chair

Additional Qualifications:

▪ Computer savvy and familiar with the internet.
▪ Would be comfortable using/learning WRJ website platform.

Objectives:

Manage district's website.

Responsibilities:

▪ Coordinator of the Heartland District website.
▪ Ensures that the information on the website is kept current.
▪ Approves district communications as detailed in Policies and Procedures.

VP Philanthropy Portfolio

Camp Chair (George, GUCI, OSRUI)

Additional Qualifications:
Familiarity with the URJ camping program.

Objectives:
▪ Serve as district liaison to our district's Camps George, GUCI, and OSRUI.
▪ Serve as a resource to local affiliates.

Responsibilities:
▪ The camp chair, or her designee, represents WRJ Heartland District on the Olin Sang Ruby Union Institute Board of Governors and Goldman Union Camp Institute Board, attending all board meetings.
▪ Serves as a resource to sisterhoods/women's groups about the various programs at OSRUI and GUCI and Camp George, and promotes camp events as appropriate.
▪ If agreed to by the executive committee, educates and solicits sisterhoods/women's groups to send contributions for George/GUCI/OSRUI to the district and keeps track of the donations. Acknowledges those who donate via mail or email.
▪ Makes a recommendation to the executive committee about support programs and district gifts to the camps. The VP development and president must approve all solicitations.

District Fundraising Chair

Additional Qualifications:
Comfort with soliciting contributions.

Objectives:
Plan, promote, and implement fundraising activities for the district.

Responsibilities:
▪ Oversee donor box in coordination with the treasurer.
▪ Assure that the purpose of all fundraising efforts is indicated in any promotional materials to avoid any confusion about where collected monies are going.
▪ Keep track of all contributions.
▪ Send a letter to the individual contributors thanking them for their specific donation for tax purposes. Send email copies to the VP development, the treasurer and the president.

YES Fund Chair

Additional Qualifications:

Familiarity with, or willingness to become familiar with, the WRJ YES Fund.

Objectives:

To promote and be a resource for the district and its members on WRJ YES Fund and other WRJ philanthropic fundraising efforts.

Responsibilities:

▪ Contact local sisterhoods and women's groups at least once a year by letter or phone advising them of your availability as a resource person in this area.
▪ Maintain a file of all Women of Reform Judaism YES Fund resources, promotional materials, programs, and order forms for copying and distributing to local sisterhoods on request.
▪ Submit articles regularly to the district newsletter about YES Fund information, programmatic ideas, promotion of contributions, resources, etc.
▪ Motivate local sisterhoods and women's groups to increase giving in these areas.
▪ Respond to local sisterhood and women's group requests regarding YES Fund.
▪ Serve on area events committees to ensure a YES fund element is included in the event and coordinate said event.
▪ Organize and/or participate in district workshops as requested.

Ner Tamid Chair

Additional Qualifications:

Familiarity with, or willingness to become familiar with, the *Ner Tamid*.

Objectives:

To promote, encourage, and be a resource for interested members to join WRJ *Ner Tamid*, WRJ's philanthropic endowment fund.

Responsibilities:

▪ Obtain materials and important information about *Ner Tamid* from WRJ.
▪ Maintain a file of the district members who are *Ner Tamid* supporters.
▪ Submit an article in the district newsletter about *Ner Tamid* to create interest in the Fund.
▪ Reach out to members of the Heartland District at least once a year, by email or phone, to discuss the opportunity to leave a legacy through *Ner Tamid*.
▪ Work with district events planners to create presentations about *Ner Tamid* during district area events, gatherings, regional events and Convention.

VP Social Justice Portfolio

Education & Advocacy Chair

Additional Qualifications:

Knowledge of (or willingness to learn) WRJ advocacy initiatives, experience planning advocacy activities on the sisterhood/women's group level.

Objectives:

Serve as a resource available to advise, guide, and assist in creating and implementing critical issues education and advocacy programming for sisterhoods/women's groups and at district events.

Responsibilities:

- Report on WRJ resolutions and critical issues topics through publication in the newsletter.
- Be a resource for sisterhoods/women's groups looking for education and ways to follow up on WRJ advocacy initiatives.
- Using the lens of WRJ advocacy initiatives, be a resource to sisterhoods/women's groups looking for information and/or looking for ways they can initiate or further their own social action activities.
- Monitor the WRJ advocacy groups on Mighty Network for information.
- Attend WRJ advocacy webinars/events when possible.
- Attend WRJ meetings for advocacy chairs as invited.
- Works closely with the social action chair to promote the district's social action initiatives.

Social Action Chair

Additional Qualifications:

Knowledge (or willingness to learn) WRJ advocacy initiatives, experience with 'boots on the ground' social action activities.

Objectives:

Plans, promotes, and implements social justice-related direct service activities and projects for the district.

Responsibilities:

- Plans, promotes, and implements district-wide social justice-related direct service activities and projects.
- Plans social action activities for district-wide events and Convention.
- Serves as a resource on the district's social action activities for district sisterhoods/women's groups.
- Works closely with the education & advocacy chair to help promote the district's social action service activities.

IPP Portfolio

Affiliates Chair

Additional Qualifications:

Whenever practicable, the WRJ affiliates chair should be a past district president.

Objectives:

To coordinate the district's efforts in attracting new local affiliates.

Responsibilities:

▪ Encourages and assists women's groups that are not part of WRJ to affiliate.
▪ Encourages and assists URJ congregations that do not have a sisterhood/women's group to start one.
▪ With direction from WRJ, the chair creates and implements a plan and trains leaders in the various areas of the district on how to work on affiliation and formation issues.

Investment Committee Chair - Not a slated or board position.

Additional Qualifications:

Chaired by IPP or her appointee.
Have served on a nonprofit organization (preferably district or WRJ level) investment committee.

Objectives:

Monitor the district's investment accounts to make sure the district is meeting its fiduciary responsibilities.

Responsibilities:

▪ Convene a committee as outlined in the Policies and Procedures.
▪ Within six months of their appointment, and at least one additional time during their term, arrange for a meeting of the investment committee with the broker of record for the investment accounts to review the portfolio's performance since the previous meeting. At that meeting:
o Verify we are following URJ's and WRJ's ethical investment guidelines and not investing in funds or stocks that do not meet said guidelines.
o Review that we are continuing to follow WRJ's example to maintain a moderately conservative, lower risk portfolio.
o Get information and review with the broker any changes they are suggesting in order to meet the above parameters.
o If changes are suggested, meet with the committee and decide on what they recommend the district do.
▪ Submits a report along with a motion(s) on the committee's recommendations to the executive committee for their review and approval.

▪ Follow through with the broker to initiate any approved changes.
▪ The chair or her appointee, meets with the district treasurer quarterly to review the district's investment accounts and ensure no unapproved actions have been taken.

Nominating Committee Chair

Additional Qualifications

Current IPP (or another past district president if IPP is not able or declines to serve)

Objectives:

▪ Form a committee as outlined in the Heartland District Constitution.
▪ Fill the slate of executive committee members as outlined in Heartland District's Policies & Procedures.
▪ Serve as a resource to local affiliates.

Responsibilities:

▪ The Nominating Committee is appointed pursuant to the WRJ Heartland District Constitution.
▪ The nominating committee chair ensures that the appropriate materials for the nomination process are sent out in a timely manner.
▪ The committee serves as a resource regarding the nomination and election process to local sisterhoods/women's groups.
▪ Requests executive committee members to submit confidential recommendations to the chair.
▪ Requests current position holders to recommend suitable candidates.
▪ The Nominating Committee presents its slate to the sisterhoods/women's groups pursuant to the WRJ Heartland District constitution.
▪ The nominating committee chair reports to the president, who approves all district communications and assists as required in managing the nominating process.
▪ Sends district slate to district president to send to WRJ for their records.