**Accountability Workshop Southeast District Convention**

**Slide 1 Picture**

**Good afternoon everyone, I am Karen Sim –**

**Asked to speak with you about organizational accountability –**

**Slide 2 Acountability - definition**

**What does that mean – Accountability –**

**In the dictionary it says – The fact or condition of being accountable**

**OK – so accountable means – pertaining to a person, organization or institution - - required or expected to justify actions or decisions, responsible,**

**Second definition – explicable, understandable.**

**Hmm – all apply to us. We are individual (leaders) and we represent and organization, our sisterhoods within our congregations but also as part of WRJ – and we need to be sure that we can support or justify our actions and decisions, and that we are responsible and understandable.**

**How do we do that as individual leaders – and how do we bring that to our women’s groups.**

**Slide 3 – Leadership**

 **Mission Statement**

 **Goals**

 **Finances**

 **Community**

**Slide 4 – Mission Statement**

 **Copy WRJ Mission Statement**

**Defines the purpose and context of your organization**

**What do we do, how do we do it and Why we do it.**

**We are accountable, at all times, to our mission.**

**Slide 5 Goals**

 **Two Levels**

 **Big goals - provide purpose for your women and organization**

 **Targeted Goals – programs, projects**

**Goals provide purpose for your activity as a women’s group**

**Copy: Big goals**

**As a leader - What do you see as the purpose of your leadership, what motivates you – what are your goals and how will you be accountable f Pick 1-3 goals that you would like to accomplish in your term**

**How are you accountable for these goals - what will help you achieve your goals?**

**Examples: Financial sustainability of Sisterhood**

**Greater involvement with WRJ to help create solid leadership bench**

**Foster a partnership with temple for social Action and Advocacy**

**You become accountable for moving this vision of yours forward:**

 **Enlist support from your EC/core leadership group**

 **Enlist support from your board**

 **Enlist support from clergy and temple leadership (if needed)**

**Targeted goals: programs and projects**

**Specific programs and projects that support mission of your group.**

**They can be in the buckets of community, spirituality, social justice 3 S’s of WRJ’s Strategic plan**

**Each one requires an action plan**

**Slide 6: Action Plans**

 **What is goal/what needs to be done**

 **What resources are needed to accomplish goal**

 **Who is going to work on this**

 **How long will it take/ stages**

 **Evaluation**

**Slide 7: This is a simple Action Plan:**

 **Pull up**

**Slide 8**

**If we use the Action Plan we create they:**

 **provide structure to our work**

 **will keep us moving forward**

 **will provide structure for revision and evaluation**

**Read slide - then**

**At the end of the day an action plan holds us accountable to our goals, projects or programs by providing a structure that defines, what needs to be accomplished, who is going to accomplish what, what resources are needed, when things need to happen and how to evaluate our efforts**

**Evaluation:**

**Action plan provides a structure to evaluate success or challenges of each step of a goal, program or project**

**Evaluation of goals is key to accountability**

**Did we make the money we planned to make?**

**Did new people attend a meeting?**

**Did different people organize/plan/execute program?**

**Did the planned number attend a program?**

**Did people enjoy themselves?**

**Did the volunteers/workers/planners feel valued and productive?**

**Did it cost what we planned it to cost?**

 **Financially**

 **Man hours**

 **Good will**

**Did it go well, did I do well, how did the team do, does anyone need help? As leaders in Women’s groups aligned by a mission within a Jewish context, it is not just the product that we are accountable for, but the process and the people. This is our accountability model.**

**Slide 9: Financial accountability**

 **Budget**

 **Financial support to congregation**

 **Enlist support from organizational EC, board and membership**

**Copy:**

**Budget – you do not need to make the budget, but you need to understand and follow budget**

**Budget – financially reflects mission – financially accountable to mission**

**Needs board approval –**

**Financial support to congregation –**

**Does your support to your congregation reflect your mission**

 **do not be line item in temple’s budget**

 **Support projects/people**

**Members give your Sisterhood dues and contributions - they trust you as a leader to steward their contributions wisely**

 **You are accountable to their financial trust**

**Slide 10 – Community**

**Create an environment where people feel:**

 **Valued**

 **Comfortable/Safe**

 **Have fun**

**Copy:**

**providing community - as the leader you are accountable for creating an environment in which people feel valued, are comfortable and safe and have fun being together.**

**How do we do this?**

**Slide 11: Run efficient and effective meetings**

 **Agenda**

 **Roberts rules of order**

 **Watch the clock, for discussion, for length of meeting,**

 **Let everyone speak but manage the conversation**

 **Jewish values**

 **Everyone feels valued and useful**

**Copy :**

**Discuss all the above and**

**Then**

**To be sure your team feels valued and useful**

 **You are accountable for giving them praise and support**

 **Training, or learning together - district assistance or WRJ**

 **Did they see the benefit of their product?**

**whenever possible create teams, task forces or committees- try to engage new volunteers**

 **have fun**

**Slide 12 Accountability as servant leadership**

 **You are accountable to your members and your congregation to:**

 **To communicate what is going on: programming/activities/ruach**

**To communicate what financial assistance the sisterhood is providing to the:**

**Temple**

**Social action projects or community donations**

**To share with your women’s group and congregation:**

**Programming opportunities**

**Awards**

**To share with your leadership (EC, Board)**

**Goals**

**Needs internally (volunteers – chairs – ideas)**

**Requests – internal or external**

**Evaluations of action plans**

**Organizational health**

**Summarize –**

**Accountability – is key to our success as leaders.**

**Key to the way we look at ourselves in leadership roles**

**I like to think of us as Servant-Leaders**

**We lead to serve our organizations, our members and our congregations.**

**We are accountable for creating an environment that encourages trust, that encourages mentorship and that encourages participation in volunteerism and programming, in a safe and welcoming environment.**

**We are accountable to our Jewish values and our mission. Leadership in our women’s groups and sisterhoods really is a special calling. Heed and enjoy that call.**