***WRJ Mission Statement***

*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.*

**Area Director**

Leaders become great, not because of their power, but because of their ability to empower others

**Objectives:**

* Be a liaison between assigned sisterhoods and the District serving as a conduit of information coming from sisterhoods and going to sisterhoods
* Support assigned sisterhoods in all aspects of operation
* Be involved in assigned sisterhoods Area Days, events and programs when available
* Communicate regularly with the Sr. Area Director

**Expectations/Responsibilities:**

* + Attend all District meetings, Conventions & events
	+ Complete President Calls to assigned sisterhoods according to District’s schedule (three times annually)
* Become familiar with Google doc before calls are made and enter data into Google doc by due date
	+ On Calls, Area Directors are expected to:
	+ listen
	+ build rapport
	+ disseminate District and WRJ news incl. District newsletters, webinars, Area Days, calendar events, etc.
	+ encourage sisterhoods to consider hosting an Area Day and urge them and their members to attend local Area Days
	+ ask if a District Speaker is wanted for programs, events, leadership training, etc.
	+ Maintain communication by email and phone with sisterhood presidents as often as possible
	+ Contact Sr. Area Director if unable to make calls to assigned sisterhoods
	+ Refer significant challenges reported to Sr. Area Director and provide necessary detail on Goggle doc
	+ Share sisterhood leadership changes including new contact information with Sr. Area Director, State VP, Directory Chairperson, Corresponding Secretary and District President Seems to me to be a lot for the AD to email out…is it possible for her to email only to one person, or just post in Google Docs nd another take responsibility to update everyone who needs it?
	+ Report sisterhoods unable to be reached after three attempts to Sr. Area Director
	+ Visit assigned sisterhoods when possible
* Attend WRJ Conferences when possible
* Be active in your local sisterhood
	+ Serve as a role model

**Qualifications:**

* Knowledge of and adherence to WRJ's Constitution, mission statement and initiatives
* Knowledge of District Constitution, By-laws and Treasurer’s Guide
* Understand duties and responsibilities of position & be able to devote time required to fulfill them
* Have vision, interpersonal communication skills, critical thinking ability and patience, be strategic, authentic, self-aware, open-minded, creative, flexible, responsible, dependable, tenacious, and always strive to continuously improve oneself, the women you work with and the organization