***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.*

**District 1st Vice President**

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

**Objectives:**

* Ensure WRJ mission, goals, and objectives are upheld
* Focus District to effectively and consistently serve local sisterhoods
* Foster and ensure District’s role as a liaison between local sisterhoods and WRJ
* Assist District President and serve in role when necessary
* Help train upcoming leaders
* Directly train and supervise Area Directors

**Expectations/Responsibilities:**

* Attend all District meetings and events
* Preside at any District meetings and events when President is unable to attend
* Share information consistently and be transparent
* Respond timely to questions/concerns even if it is to relay it is being addressed
* Supervise District Convention and Interim Meeting Chairs in all planning aspects of events
* Communicate with State VPs, Sr. Area Directors, and Area Directors regularly
* Ensure that Area Teams (State VP, Sr. Area Directors and Area Directors) report at District Board meetings, District Convention and Interim meeting
* Prepare District report for District Board, Convention & Interim meeting.
* Assist District President in preparing report for monthly District President call
* Assist District President in preparing Semi-annual District reports (January & June)
* Be active in your local sisterhood

**Area Directors**

* Conduct Area Director training with Area Teams at start of term & when needed
* Ensure sisterhood contact info is current; based on District Directory
* Assign sisterhoods to Area Directors with input from Area Teams
* Create Area Director Call schedule & content for Google doc with Area Teams & District President
* Assign sisterhoods to Area Directors
* Provide take-away points from AD calls re: sisterhood well-being for discussion with Area Teams and District President

**Convention and Interim Meeting Planning**

* Plan and oversee District Convention and Interim Meeting
	+ secure venue and dates, request WRJ Guest, identify co-Chair(s) for event, serve as point of contact during contract development, create Committee for event with co-Chair, work with event Treasurer on budget, oversee program planning with Committee & District President, keep WRJ Guest in the loop of event plans

**Other**

* Adhere to correspondence, budget and report deadlines
* Charge and oversee District Chairs and Committees Isn’t this the Presidents job?
* Compile and maintain written and/or electronic records to pass to next administration
* Attend all WRJ Conferences, events and meetings including District Presidents Council meetings
* Attend WRJ Board meetings; District 1st VPs have a ‘voice, not a vote’
* Develop leadership potential of District Board members
* Be a role model

**Qualifications:**

* Served on District Board for minimum of two years
* 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