***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 Recording Secretary**

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

**Objectives:**

* Create Minutes from meeting agendas and maintain all submitted reports from District Board
* Distribute District Minutes and files in a timely fashion
* Work directly with District President and other Board members, including Corresponding Secretary

**Expectations/Responsibilities:**

* Attend all District meetings, Conventions and events
* Be timely in the distribution of reports and files before, during and after District Board meetings, Conventions, and Interim meetings
* Create Minutes from prepared agendas, take attendance at District meetings and conference calls and distribute Minutes to Board for review and edits within two weeks of a District meeting or call
* Maintain copies of all Minutes, call recordings and official documents
* Create any surveys or polls needed by District
* Assure that Minutes, records, recordings, files and documents are passed on to next administration
* Maintain a copy of District Constitution, By-laws/Policies and Procedures, and Treasurer’s Guide
* Attend WRJ Conferences and events 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