

Sisterhood of Temple Sholom,
Women of Reform Judaism
Vancouver, Canada
Leadership Training Manual



May 31, 2012

1. A Little History of the Sisterhood



The Sisterhood of Temple Shalom, Women of Reform Judaism (“**Sisterhood**”) is a local chapter of the Women of Reform Judaism (WRJ) (formerly National Federation of Temple Sisterhoods) and is an affiliate organization of Temple Shalom (“**Temple**”). Sisterhood was founded in 1965 and at that time there were 12 charter members. It wasn’t until 1967, however, that Temple, with a congregation of 35 families, hired its first Rabbi.

With the assistance of two women from the National Federation of Temple Sisterhoods in Seattle, our Sisterhood was formed in 1968 and has operated continuously since then.

You can find out more about the history of Sisterhood from the Sisterhood History Book prepared by Marie Henry (now two volumes) which is kept in the Temple library.

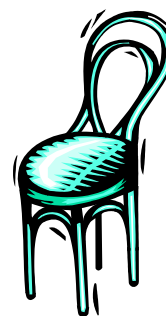
2. What Sisterhood Is

a. The Mission Statement of Sisterhood

The mission of Sisterhood is to promote connections between the women of Sisterhood to each other and, in turn, the Temple, our community and world-at-large, as part of Women of Reform Judaism. We aspire to achieve this goal by providing opportunities for spiritual, social and intellectual growth.

b. As long as there is a Chair for the job – we can do it!

Sisterhood can, and does, take on worthwhile projects or programs that have enough interest from our membership. Every project or program needs someone to be responsible to oversee it. If you feel strongly about an idea, question other members to see if there is sufficient interest to proceed. If there is, then present your suggestion to the Sisterhood Board for its approval with an outline of the proposed event and the initial committee.



3. What Sisterhood Is Not

a. Part of the Temple Shalom Board

Temple and Sisterhood each have their own Boards. Sisterhood is an affiliate of the Temple and is here to support and help it with its needs. There are times we work in tandem with Temple with projects. The Sisterhood President attends Temple Board meetings to represent us and in order to keep everyone informed.

b. The Oneg Shabbat or Catering Committee

Temple has had its own kitchen staff, or caterers, as required for many years now, some of which was previously done by Sisterhood. However, now Sisterhood provides such for our own events only.

4. Women of Reform Judaism

a. Who or What are the Women of Reform Judaism?



Nearly 100 years old, the Women of Reform Judaism ("WRJ") (www.wrj.org) is the voice, the presence and the arena of action of the female members of the Reform movement in the synagogue, the Jewish community, interfaith groups and the general, local, national and international community.

WRJ is the women's agency and an affiliate of the Union for Reform Judaism, the central body of Reform Judaism in North America. (www.uahc.org) WRJ is the founder of NFTY (the North American Federation of Temple Youth www.nfty.org), a group that a lot of our children belong to. WRJ is also the founder of the Jewish Braille Institute (www.jbibrary.org).

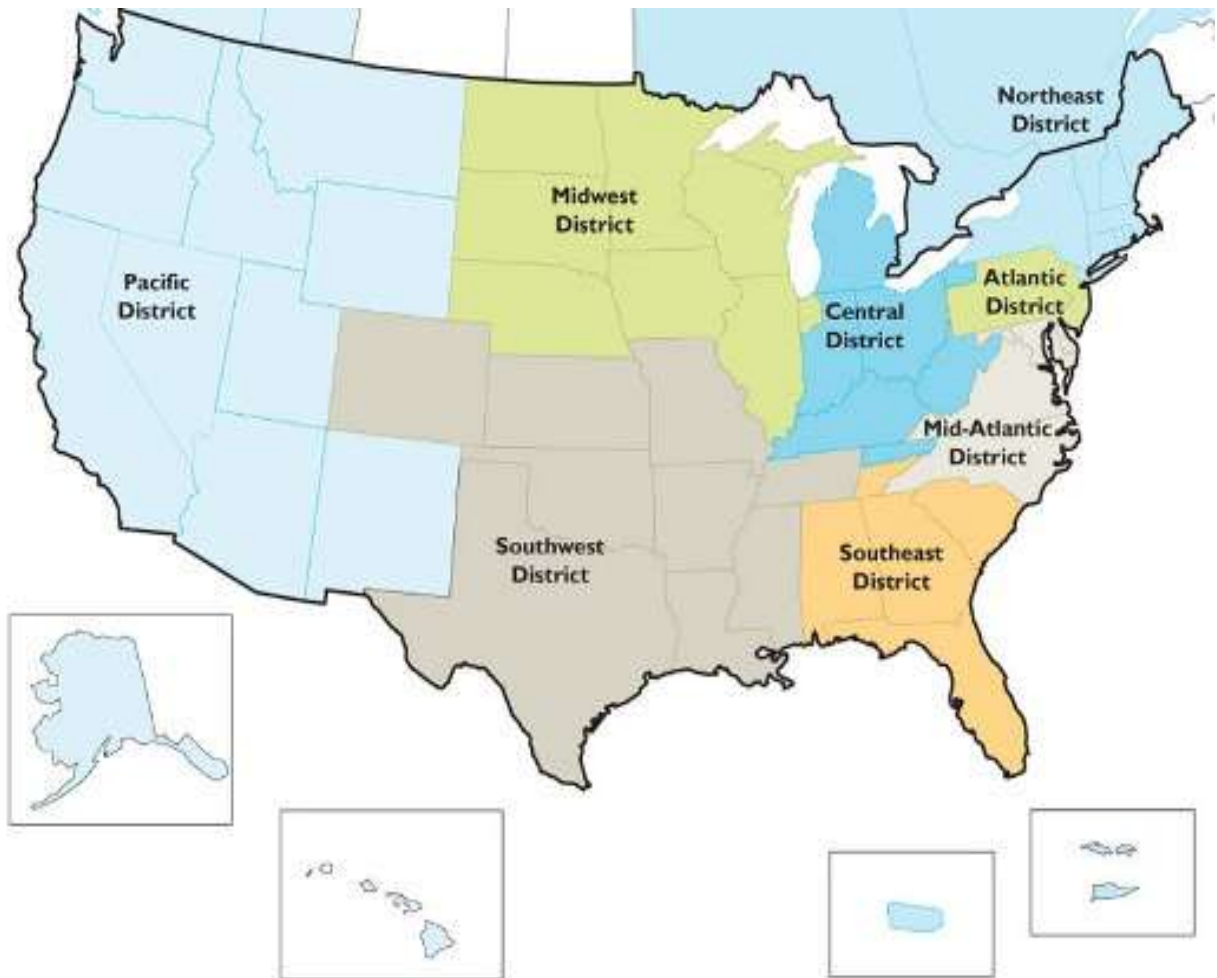
WRJ is a member of the World Union for Progressive Judaism and works on behalf of the Hebrew Union College-Jewish Institute of Religion. WRJ has been, and still is, very much in the forefront of Temple life in North America.

b. WRJ Districts

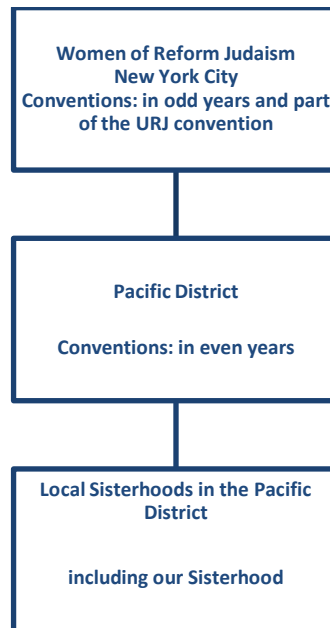
For the sake of efficiency WRJ is divided into smaller districts. Our Sisterhood is part of the WRJ Pacific District, which includes several western states and the province of British Columbia. As at May, 2009, there are two other Reform synagogues in BC which are affiliated with URJ. One is located in Victoria but there is no Sisterhood formed. The latest one is Burquest Jewish Community (Congregation Sha'arei Mizrah) which joined URJ in 2009; it presently has no Sisterhood.

The WRJ Pacific District Convention is held biennially in the hometown of the incoming District President. Sisterhood endeavors to send as many delegates as possible to these conventions in order to educate and help prepare tomorrow's leaders for our Sisterhood. It can be quite exciting to attend a convention and if you ever have a chance to attend it will be an experience not to be missed.

WRJ Districts:



Here's the picture in chart form:



c. What does WRJ do?



WRJ bands together more than 65,000 women in 500 local Sisterhoods throughout the world. WRJ is the women's agency of the Union for Reform Judaism, the central body of Reform Judaism in North America.

WRJ serves Sisterhoods through the preparation of materials to help the local Sisterhood function at its most effective level. This includes materials for: programming; continuing Jewish adult education; critical issues and community service; preschool Jewish learning; working with high school and college age youth; assisting the aging; the disabled, Jews of the Former Soviet Union and other part of the world, and organizational and leadership development. It also provides regular "Strategies for Success" on various topics for Sisterhood Presidents.

All these projects are funded by our annual dues, donations and through the sale of special WRJ products.

d. YES Fund (Youth, Education and Special Projects)

- YES Fund provides financial aid for rabbinical students and supports Reform youth movements worldwide. Our own Rabbis Bregman and Mikelberg, and the 5 (so far) rabbinical students from Temple, have all received grants from the YES Fund to help with their very expensive education.



- YES Fund helps strengthen the goals and ideas of Reform Judaism and provides future leadership for our temples.
- YES Fund Serves as an advocate for endangered Jewish communities, as well as for Israel.
- YES Fund Contributions are made by Sisterhoods through the sale of Uniongrams, YES Fund Card items, High Holy Day cards, and donations. *Temple Sholom Sisterhood has committed to annually contribute US\$1,000 to the YES Fund by cards purchase, or donation...*
- YES Fund Cards are available at the Sisterhood Gift Shop, at some Sisterhood events and from Sisterhood's WRJ YES Fund Card Sales Coordinator. Uniongrams are the most popular and widely used card.



The Circle of Service

This is a personal contribution to an endowment for the YES Fund. Women join the Circle at the Double Chai (\$36) or Sponsor (\$75) level. A "Lifeline" membership is a \$1,000 donation to the endowment, payable over 4 years. Temple Sholom Sisterhood has 1 member, Carol Walker, who has become a "Lifeline" supporter and in 2008 Gayda Coblin was honoured for her service to WRJ with a Silver Lifeline.

e. World Union for Progressive Judaism

This Union helps to establish progressive congregations in over 30 countries. WUPJ trains and supports Rabbis for these countries. Temple Sholom Sisterhood makes an annual contribution to this fund.

f. Torat Nashim

Torat Nashim, meaning "Women's Torah", was written by a scribe on specially prepared parchment and completed for the Boston Biennial, December 2001.



This Sefer Torah connects all Reform Jewish women and encourages the reading and study of Torah. The commentary is to be written by women scholars from all streams of Judaism.

The Torah is used for special events of WRJ and for notable Sisterhood and District occasions. Our Sisterhood has sponsored Verse 20 from Exodus Chapter 15. The Sefer Torah is usually present at the WRJ Convention.

g. Web Site and Publications

Information about the many programs, publications and products can be found on the WRJ web site www.wrj.org.

i. The Torah, A Women's Commentary



WRJ spent nearly 15 years planning to bring “The Torah, A Women’s Commentary” (Women’s Commentary) to fruition and it was finally published in December, 2007 and released at the WRJ Convention in San Diego. Through extensive fundraising efforts, WRJ was the sole underwriter for the entire project. We can take pride that our WRJ leaders were committed to making this women-authored commentary (a dream in its early days), become reality. WRJ selected Dr. Tamara Cohn Eskenazi, the first tenured female professor at Hebrew Union College – Jewish Institute of Religion, our Reform seminary, as the editor. Dr. Eskenazi then networked and created a fabulous editorial board whose vision you can now see in its pages. More than 100 women contributed their scholarship to this broad-based Jewish, contemporary commentary. Nearly 100 female poets have their poetry associated with a parashat.

The Women’s Commentary will engender new thoughts about how we view our people’s history and heritage. As of this date, the commentary is already in its second printing. It won first prize at the National Jewish Book Awards in 2009.

WRJ is now publishing Study Guides for certain parashats, which are available on its website.

Our Sisterhood has established a Rosh Chodesh Renewal group to study Torah using the Women’s Commentary.

5. The Board and Committees of Sisterhood

a. Constitution

Sisterhood has its own constitution that governs the officers and activities of the Sisterhood. A copy is available upon request.

b. Job Procedures Guide

In order to help everyone understand their responsibilities the Sisterhood created a Job Procedure Guide in 2003. Many positions are outlined in the Guide.

When it was written the procedures were a “snapshot” in time, but like everything the responsibilities and methods will change with time. Here are some of the positions:

President
Executive Vice-President
Vice-President, Membership Development
Vice-President, Programming
Vice-President, Fundraising
Recording Secretary
Treasurer
Financial Secretary
Immediate Past President
Trustee (10)
Chanukah Gift Pack
Coordinator
Dress For Success
Coordinator
Autumn Fling Coordinator
New Member “Gift Pack”
Coordinator
Bulletin Board Coordinator
Potluck Supper Coordinator
Run For The Cure
Coordinator



Sisterhood Service
Coordinator
Sisterhood Women’s Seder
Coordinator
Email Coordinator
History Book Archiving
Coordinator
YES Fund Products
Coordinator
Women’s Knitting Circle
Coordinator

c. Monthly Board Meetings

A regular Board meeting is held every month. The meeting days alternate so that people with a permanent commitment on one of those nights will have the ability to attend alternate meetings. Agendas are prepared for the meetings by the President ahead of time and topics can be added by advising the President. Meetings start promptly at 7:00 pm and finish by 9:15 pm.

The monthly Board meetings are where the planning and decisions are made for all Sisterhood affairs. *It is important that the officers and Trustees of Sisterhood attend these meetings regularly so that a consensus of opinion is attained.* However, it has long been the practice and pleasure of Sisterhood to invite any member or guest to attend the meetings to be a part of procedures.



Committee Chairs, although not required to attend the meetings, are encouraged to do so, especially when their project or event is being discussed on the agenda, or when they need to seek advice from the group at large.

6. Your Personal Commitment

a. What Can Your Sisterhood Expect From You ?

We hope that your responsibilities have been fully explained to you and that you are enthused and prepared to carry them out to the best of your abilities.

Remember that quite often other volunteers in the group may be waiting for you to complete your portion of a task before they can complete theirs. Just like an orchestra, we only make beautiful harmony if everyone plays together from the same music.

b. What Can You Expect from the Sisterhood

Certainly the reason that most of us join the Sisterhood is to form bonds of friendship and connection with other women from our chosen spiritual home. The best way to do this is always through joining committees, working on projects and being part of the everyday life at Temple Shalom.

Sisterhood does its best to try and create as many of these opportunities as it can for you to be involved in, but the rest is up to you. Sign in, join up and take that extra step when you least want to. The rewards are worth it.

Do you need help with your task? Don't quite understand how to accomplish what is required? Talk to your Committee Chair, or the President to ask for help. We don't have all the answers, but we'll do our best to help you shine.

7. Ongoing Projects of Sisterhood

Here are some of Sisterhood's regular, ongoing programs:

Opening Event: September or October

Autumn Fling: November

Sisterhood Service & Choir: Spring

Women's Seder: Spring

Closing Event: May or June

Book & a Bagel group: bi-monthly

Rosh Chodesh Renewal: monthly

WRJ Lilith Salon: quarterly

Women's Knitting Circle: monthly

Daytime Coffee & Torah Study: montly

To determine the program for a term, we start months ahead with an outline for the

applicable years indicating the Jewish and Statutory holidays, and dates for regular, annual Sisterhood events. Then we discuss what we could do in the way of extra events and fund raising and try to space them out over the term. This way we avoid overload and surprises.

a. Dress For Success

Dress For Success aims to provide interview-appropriate attire for women who have taken the first steps in breaking free from the cycle of dependence by returning to the workforce. By giving these women a stylish outfit for their job interview, DFS boosts women's self-confidence and self esteem.

This is a registered not-for-profit international organization, run entirely by volunteers, to help women help themselves. DFS provides its services free of charge, and clients are by referral only, from participating agencies. Donations of clothing and funds come from private individuals and corporate sponsorships.

Temple Sholom Women Participate in Several Ways: We collect appropriate clothing (suits are especially desirable) at Temple. A rack is placed in the underground-parking garage. Also needed are coats, good shoes, purses and accessories. All clothes MUST be on hangers. Several volunteers make sure the clothes are regularly taken to the DFS facility at 675 West Hastings.

We also staff the "shop" on the last Wednesday of each month. Five or six volunteers spend the morning helping dress the women who are booked to come. Each woman is pampered and made to feel special. It's about women helping women to achieve success, and each of the volunteers leaves DFS with a feeling of satisfaction derived from having helped another woman along the way.



b. Hanukkah Parcels to Students Away From Home

Every year, Sisterhood sends out Hanukkah parcels to Temple family members who are out-of-town students. Beginning several months before Hanukkah, we advertise in the Shofar and at services, encouraging congregants to submit their children's names/addresses to Sisterhood.

The coordinator orders the Hanukkah items in late summer from the Temple's Gift Shop. Each parcel, which will be nicely packaged and wrapped by Sisterhood volunteers. Parcels contain Hanukkah items. The gifts are then mailed several weeks before Hanukkah, as some students are on other continents (we have mailed packets to such faraway lands as Brazil, England, Denmark and Switzerland.)

Feedback from the students has always been very positive, as they feel touched by this gesture which facilitates their celebrating Hanukkah away from home.



c. Presentation of Gifts to B'Nai Mitzvahs at Temple Sholom

Along with the Men's Club at Temple Sholom the Sisterhood is pleased to provide a gift for every Bar and Bat Mitzvah at the Synagogue. The gift may be a prayer book, a kiddush cup or some other piece of Judaica but it will always be a remembrance of a special time in the religious life of the recipient. We hope these gifts will be cherished for many years to come.

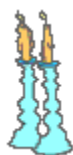


d. Cards of Caring

For many years Sisterhood has established a Cards of Caring Coordinator who sends a card (appropriate YES Fund card) on behalf of all the Sisterhood to express our congratulations, sympathy, joy or whatever is appropriate. These cards are sent to any Temple member for whatever reason. Please contact the Coordinator if you know of an occasion that should be noted by us.

e. Welcome Gift to New Temple Members from Sisterhood

The Temple's custom is to have their Board Members deliver a gift bag with bread and wine to each new person or family joining Temple. In recent years Sisterhood has asked to include a lovely package with candles, holders, matches, a package of YES Fund cards and our brochure to let women know we want to welcome them. A personal note is then sent to each woman by the Sisterhood VP, Membership Development to say "welcome".



f. Autumn Fling

The Autumn Fling is Sisterhood's major fundraiser each year. It is a fun social event held at Temple which includes a silent auction, raffle dancing, appetizers and a sumptuous desert buffet. Not only does this event provide funds for our project but provides an important social opportunity for Temple and the community. It needs lots of volunteers to make it happen.

g. Run for The Cure

Members of Sisterhood, like so many other communities, have been touched by breast cancer. It has become a yearly tradition for our Sisterhood to support the annual Run for The Cure by soliciting pledges from the congregation, and also to participate in the event as a team. The Coordinator from year-to-year may sign us up as a team and you can register for it on line by going to www.cbcf.org then click on Run for Cure, choose Vancouver as the city and look for the Temple Sholom Sisterhood team.

h. Book and A Bagel

This book club meets once every couple of months to discuss books with a Jewish connection that have been agreed upon by the group, usually on a Monday evening and the group is open to any Sisterhood members. Meetings are hosted in a home and a simple bagel supper is served with a small contribution from each attendee who has confirmed they will be there.

i. Annual Sisterhood Service & Choir

This much-looked-forward-to event is usually held early each year and usually involves a Friday night and/or Saturday morning service including a Torah reading. The service is

totally conducted by members of our Sisterhood. It is an opportunity to participate in a bima service that some people might not otherwise have a chance to do so.

There is one coordinator for the service parts (traditionally and one for the choir, which has always been our choirmaster Joyce Cherry. The choir practices for several weeks before the service and then is disbanded until the following year.

The service is usually preceded by a pot luck supper held at the Temple so that the choir may immediately go into rehearsal before the service.

j. Rosh Chodesh Renewal

This group meets monthly on a date as close as possible to Rosh Chodesh to celebrate the new moon and to study Torah. The meetings are on a rotational basis in the home of one of the group's members and a light bagel dinner is provided by the hostess for a small cost. This group studies sections of the Torah using the Women's Commentary published by WRJ. Study is in English; knowledge of Hebrew is not required.

k. WRJ Lilith Salons



The WRJ Lilith Salons meet quarterly on a rotational basis in the home of one of the members of the group. More free-flowing than a book club, more intimate than a lecture, the salon gathers people for energizing discussions. WRJ, in collaboration with Lilith magazine ("independent, Jewish & frankly feminist") established a program known as the "WRJ Lilith Salon", for Sisterhoods that invites participants to join in stimulating face-to-face talk.

Lilith magazine, the print voice of Jewish women since 1976, brings readers bold reporting, first-person memoirs, fresh fiction and poetry, and a lively take on traditions, celebrations and social change. At each WRJ Lilith Salon, one or two articles from Lilith magazine are discussed, which are emailed out in advance to participants. After attending one salon, participants are to purchase a Lilith magazine subscription through Sisterhood.

8. How To Organize an Event or Project

a. Got a Great Idea?

Progress depends on new thoughts, new ideas, new ways of doing things and new people to do them. Talk about your idea with other members and see if they think it has merit. Discuss your idea with the president. It might have been tried before and there could be some experience or ...knowledge available.

Once you have defined the project you will need to bring it to the Executive Committee for the Board approval of the proposed idea and its budget.

After the project or event has been approved then you will need to report your progress to the Board on a regular basis. This will require attending the monthly meetings and having your event on the agenda.



b. Start With a Committee

Every event or project needs a leader! If this is your idea and others think it is worthwhile then be prepared to form and lead the Committee, or to find someone who will.

Then, ask people to join the committee. After defining the task and what might be involved, ask at the monthly meetings if anyone would like to join. Be prepared to get a lot of noes from this group. After all, most people already have a task and we all only have so much time.



Good sources of women to join your committee are the women that you have met or already know through Temple. A lot of women would really like to become more active in Sisterhood but are waiting to be asked and just need someone to invite them.

It is flattering to be asked to help on a committee. Its means that we are chosen!

c. How to Set a Goal When Everyone Wants Something Different

This is probably the most important part of any task. It is not uncommon that even if everyone on a committee knows what the final achievement is to be, they might totally disagree on how to get to it. Discussions can sometimes go on for a long period of time and produce frustration and waste valuable time.

Here are some tried-and-true ideas during the discussion:

Forgive people for becoming too emotional over an issue. Passion can rule our hearts sometimes on issues that we feel strongly about, but it can also be used as a great motivator to get a job done.

Try not to be rigid in your own position. Being flexible may allow you to hear and see a different point of view that is valuable

Listen to everyone's point of view but as the chair try not to let one person capture the conversation. Let everyone have time to air their view.

When everyone has had a say, and there is no clear decision, then it could be time to take a consensus of which is the best road to follow. Don't let time run out without time to decide.

As the Chair of the committee it is up to you to keep things moving and try to sum up everyone's point of so that a decision can be made.

When a decision is finally reached, even if you think it is the wrong one, be prepared to "buy-in" and help with the task with all your effort and enthusiasm. Next time it could be your idea that is being supported.

d. The logistics of Organizing an Event at Temple

It's always fun to be the organizer of an event. However, if you are responsible for setting up an event on behalf of Sisterhood at Temple there are things that you need to know about using the facilities and what options are available.



See the Appendix at the end of this booklet for a complete guide. If you have further questions, speak to a vice president or president who can help you.

e. How to Create an Agenda

Agendas are important because they keep a meeting focused and on time. Here are some suggestions:



Start every meeting with a chance for everyone to say something, either about the reason for the meeting or even something unrelated, just to get everyone talking and involved.

List the items for discussion and note who will lead each item.

Be realistic. Judge how much time can be allowed for discussion of each item and then judge if you will have enough time to cover your entire agenda. If not, decide how you will manage to do so.



List the points to be discussed in their logical order, or in order of importance with the most important item first. This will allow you to have the most important items discussed in case you have to drop items as you run out of time.

Start the meeting on time regardless of who is present. Starting late means you will finish late and this punishes the people who arrived on time. If necessary, move items down the agenda until absent members are present.

Likewise, finish a meeting when you say it will end. We all respect people who respect our time and finishing on time allows everyone to plan their own responsibilities.

If possible, send out the agenda ahead of time so that everyone can see what the topics are and will be prepared to contribute.

f. How to Take Notes or Minutes of a Meeting

Minutes are important because they help to recap discussions and list the follow-up, or action items that we all need to be reminded about.



Here are the important things to remember:

- A heading tells where, when and what the meeting is about
- List those who attended, and those who gave regrets at being absent
- List items in numbered or point form with a short heading for each
- Recap an item discussion in a sentence or two under the heading
- List any follow-up or action items by indicating what is to be done, who is going to do it and when it was agreed to be done by
- Close out the minutes by stating the next meeting's details

g. How to Give a Report of an Event

We want to hear from you! Sometimes, Sisterhood will have several committees working on different projects all at the same time. Although it may seem as if no one is aware of your project – it is quite the opposite. It is very important that The Board receives a written report about an event and its details so that it can be recorded for the future, and also to evaluate if we need to do something different next time. Even if you can't be present at a monthly meeting, send along your report as soon as your event is over.

See the Appendix at the end of this booklet for a complete guide on how to complete a report that is meaningful. If you have further questions, speak to a vice president or president who can help you.

9. Finances

Sisterhood is an active organization and its monetary affairs are many. We have our own bank accounts and our own Visa/Mastercard charge account, separate from Temple. Being



the **Treasurer** of this group is a very important position and one that comes with a lot of responsibility.

We also have the position of **Financial Secretary**, responsible for receiving the membership dues and creating our membership list. The Treasurer is then left to receive all monies and pay all expenses from all the many other projects of the Sisterhood.

A budget committee is formed each year and a forecasted budget is prepared for the coming year. It is a road map for the expenses and incomes that we project for the coming year so that we can be fiscally responsible in our commitments and projects. After approval by the budget committee the budget is made available at the first Board meeting thereafter.

Here are a few things to remember:

- See the Appendix at the end of this booklet for forms needed.
- If you are in charge of an event do not expect the Treasurer to be your cashier. You should find someone within your committee to do so and to provide your "float" as needed.
- The Treasurer may not be able to pick up all expense claims and monies on a daily basis – there may be a time lag.
- The Treasurer, upon the request of the Board, will make available a monthly statement at the regular meetings.
- At the point where the Treasurer makes her report each month she will be able to advise what the financial position of an event is ("how much money did we make? lose?"). However, if all expenses and incomes have not yet been given to her the figure may not yet be correct. Please keep this in mind.

a. How to Submit Monies you Receive



- Use an Income/Expense form and fill it out completely as possible
- Rather than pass on a lot of cash and coins to the Treasurer you may find it easier to keep the cash and replace it with your own cheque!
- Put the form and monies into a sealed envelope marked to the Treasurer's attention. If you are not able to give it to her in person then leave the envelope in her mailbox at Temple Shalom office.

b. How to be Reimbursed for Expenses

- Use an Income/Expense form and fill it out completely as possible indicating how the Treasurer can pass the reimbursement cheque to you.
- Attach your receipt(s) to the request. Be sure they are totaled.
- Put the form and receipts into a sealed envelope marked to the Treasurer's attention. If you are not able to give it to her in person then leave in her mailbox at Temple Shalom office.
- We thank you for taking on any financial responsibilities on behalf of Sisterhood. All expenses must be remitted directly to the Treasurer who will reimburse you with a cheque from Sisterhood as soon as possible. If you would like to be reimbursed quickly talk to the Treasurer to see how she can do so.



10. Computers

The biggest change in committee life over the last decade is the computer! Email makes communication faster (although maybe not as effective), records can be kept up to date with ease, information can be stored in documents and not lost in filing cabinets, and information can be transferred between people easily.



Computers make volunteer work become more efficient and professional. How did we ever live without them? This doesn't mean that they can replace volunteers. The human aspect is always the most important part of volunteer work. Computers are tools, there to do our bidding for us and to make our work easier.

If enough women need instruction in how to use some aspects of computer programs in their committee work then Sisterhood may be able to arrange some training in the future.

a. How to use Word Processing to your benefit



Type agendas, minutes of meetings and reports quickly and then save them for distribution or for reference.

Create Flyers or notices of events (insert pictures or graphics)

Create address labels

Create letters and envelopes easily by using the Merge function

b. What can you do with Datasheets

Spreadsheets, or datasheets, are useful in many more way than just as mathematical adding machines, although that is certainly where they shine. Keep track of the costs or incomes in a spreadsheet that can do all the math for you. Our Treasurer is currently using Microsoft Excel to maintain our monthly statements.



Create a data base with information that can easily be updated whenever it is needed such as membership lists, committee member lists, address lists etc.

Merging - use your spreadsheet data base so that it can be merged with a letter, or envelope, to make each letter personally addressed.



c. What can you do with PowerPoint

PowerPoint is a multi-functional program that can create slides for display on a screen with the help of a projector.

PowerPoint has built in programs that can create graphs and charts to help you display information.

d. Email

Probably the biggest force for change in the way we communicate in recent years is email. There is barely a home that does not have a computer with internet capability.

It becomes easy to send information to someone without having to interrupt them with a phone call or visit. Disseminating simple information in this manner means that meetings can be avoided when they aren't necessary. This media is not without its pitfalls however.



i. Etiquette

Never type in ALL CAPITALS as this can be taken as shouting.

Keep messages short and simple.

Read all of a message to get the full meaning, and reply as soon as possible even if it is to say that you will answer a question in a few days. Unlike a phone call, if you do not reply it leaves the sender wondering if you received the message.

Never to put into print anything that you would not want seen by others. Negative comments or responses are best dealt with in person or by phone, not email.

Current etiquette is to create an email the same as a letter i.e. use salutations, closings, correct grammar and spelling and no abbreviations or short forms.

ii. Attachments

It is sometimes easier to attach a Word or Excel file than to try and put it into the email.



iii. Creating a Group List for Easy Email Transmissions

Are you constantly sending an email to the same group of people such as a Committee that you are on? Did you know that you can create a group list within your own computer that will save you a lot of time when addressing the emails? Find out how to do it with your email system by looking in the help under "group" email.



iv. How to use the Sisterhood Email Group

Sisterhood has 2 email groups. The first is the Board group email distribution list which consists of all the Board Members and Chairs of Committees. It can be annoying receiving a lot of unwanted emails but since you are part of the governing body of the Sisterhood it is necessary to keep you informed. Remember, it is easier to do it this way than to have endless meetings. So please read the emails and respond when it is

necessary.

The second is the Sisterhood Members email distribution list which consists of those Sisterhood members who have provided us with their email. This list is maintained by the Email Communications Coordinator.

Emails to the Sisterhood members cover such things as program information or fund-raising events, or just a reminder that it is time to renew your membership. We do not want to abuse our ability to contact people in this manner so emails are kept to a minimum. If you wish to send a group email to the Sisterhood members, please request permission from the Sisterhood President. We do not send emails regarding third party events or items, only those related to Sisterhood.

11.Promotion of Sisterhood's Events and Programs

The following list encompasses ways to "get the message across". See Appendix 1 – Event Preparation Checklist and Guide for further information on how to use these tools.

a. Shofar – The Sisterhood Pages

b. Bulletin Board and Reading Rack at Temple Sholom

c.Temple Sholom Website – Sisterhood Section

d. Brochure

- annual brochure printed and mailed in Fall to entire congregation

e. Sisterhood Email Group

f. Snail Mail to entire Sisterhood Membership



– a few times a year



12. Appendix 1 – Event Preparation Checklist and Guide

1. Reserving the Temple Facilities for Use

- Call the Temple office and speak to the Event Coordinator to find a mutually agreed date and to reserve the facilities you need.
- Advise the time you wish to arrive and depart, including set-up time and cleanup time. Consider coming in to set up during office hours or a day before if it is possible.
- Advise if you will need security staff and/or kitchen staff.
- Remember to advise the office staff about any use of facilities and staff, delivery of items and the full purpose of the event. Keeping the office well informed means that they can help you and there are no unpleasant surprises to deal with.

2. Cost of Your Event

- Will costs be recuperated or will budget need to be requested from Sisterhood?

3. Promotion of Event

- Shofar submissions should be submitted to the coordinator before the deadline for inclusion in the next Shofar. As of June, 2009, the Shofar has been reduced from monthly to bi-monthly, and in the summer, one issue covers June to August.
- Web Site submissions can be submitted to the coordinator at any time for inclusion as soon as possible.
- Weekly Notices Read at Services The office will include notices in the weekend services bulletins but only close to the date of the event, not every week. Brenda Waissman in the Temple office is responsible for notices and usually does so automatically, but if you wish to be sure please check with her.
- Sisterhood Bulletin Board and Reading Rack – Remember to include these places for notices.
- Jewish Western Bulletin will take “What’s Happening” notices provided they are typed and ready to insert. Keep brief and remember the basics-Who, What, Where, When and Why.
- Kehila Society is the group that organizes and publicizes "community" events in Richmond. Their e-mail is kehila@shaw.ca
- Mailing – If deemed to be needed a mailing to all Sisterhood members can be done. Mailing labels are easily produced; only the cost of paper, envelopes, stamps and finding people to help will be the requirements. Check with the president how to proceed.

4. Advocates for People with Special Needs

The Jewish Federation of Vancouver has formed an office to help people to participate in any events within the Jewish community within Vancouver, regardless of their disability either physical or financial. Rochelle Garfinkel is the designated representative for all of Temple Sholom organizations. Therefore, if someone wishes to attend your function and is not able to for whatever reason, Judith will contact you to find out how to include them.

5. Using Temple Facilities and Their Cost

- There is no cost to Sisterhood or Men's Club for the facilities, but staff is an extra cost to Sisterhood if it is outside the regular hours of the caretaking and kitchen staff. Ask the Temple Events Coordinator for cost of using Temple Facilities for other groups.
- Coffee and Tea supplies can be used from the shul kitchen, but remember to bring all fresh things such as milk/cream to the event. Do not take anything from the shul refrigerator that has not been left for the event.
- Items being brought to the shul for your event should be clearly marked that this is what they are for.

6. Security at Temple Sholom

- Opening and Closing the Temple may be done by a member who has a key to the facilities and can turn the alarm system off/on if the caretaking staff is not present. This would include Jean Angus and Sara Ciacchi.
- If you need security at the Temple for the event arrange for it through the office. Need might be based on # attending event. The cost of security staff is \$25/hr with a 4 hour minimum charge.

7. Kitchen Staff and Setup/Cleanup

- The kitchen may be used for a function but if the kitchen staff is not present then the facilities will need to be left the way they were found.
- Items found in the kitchen such as tea/coffee can be used for the function but you may have to provide milk and cream. If the function is very large and will use a lot of tea/coffee then it should be included in your budget of provisions.
- Costs for using kitchen staff (Bernie and Rufina) are \$25 per person/per hour and will be billed to Sisterhood by the Temple office.
- If the kitchen staff has not been engaged for the event, full cleanup is expected.

8. Setup of Your Event

- Consider how the room is to be set up (tables, chairs, greeting table, literature tables etc.) and if you have not already advised the shul office then

contact the Event Coordinator to do so. A drawn diagram is very helpful in conveying your needs.

- Consider using round or rectangular tables for your needs.
- Consider which room to use. Sarah's Tent is perhaps better for smaller groups, the lounge for up to 10 people. It will also depend on what other groups are using the shul that date.
- The shul does have some decoration items available for use. There are large round silver mirrors, bud vases, candle holders etc. All consumable items such as napkins, flowers and candles will have to be purchased for the event.
- No decorations may be stuck to the walls, unless masking tape is used.
- There is sound system for use in the social hall but Bernie, the caretaker, will have to demonstrate how to use it.

9. Cashier for Your Event

- Do not expect the Treasurer to be your cashier unless she is willing to do so. Arrange for your own cashier(s).
- Remember to bring a float of money to make change, and receipts if they will be required.
- You may take Visa and MasterCard sheets to use for credit card purchases but they must be written out on the appropriate sheets available from the Treasurer.
- Remit monies taken to the Treasurer as soon as possible with a clear breakdown of what the monies are for. The Treasurer does have a mailbox in the Temple office.

10. Fundraising Sales at Your Event

- Whenever Sisterhood holds an event at Temple remember to include any of our fund raising projects in your plans. It only makes good sense to include them and give them prominence when non-active members will be present.

YES Fund Products –cards and someone to sell them

New Members Sign-Up –a good time to have someone sign up people who aren't yet a member

11. Thanking Volunteers and Sponsors

- A big part of any event is to thank your volunteers and sponsors. There are many ways to do it; small notices can be included in our Shofar or Web Site and on the bulletin boards. Sending a personally written Uniongram or YES Fund card is the best way to say thank you.

12. Reach Behind You

- MOST OF ALL reach behind you and pat yourself on the back. We will all thank you for the job well done but the person who will know the most about

your work will be you. Be proud of your efforts and know that everything is very much appreciated by our Sisterhood, our shul and our community.

13. Appendix 2 – How To Give a Report of an Event

Reports are an important way of recording important information that although is fresh in everyone's mind now – could be forgotten or lost in future years. Sometimes it is better to repeat a success than to try and reinvent it each time.

When required to give a report of an event, or your activities in your position for the year, here is a general guideline to help you prepare the report.

- A report should be prepared ahead of time and can then be read at the meeting (either in whole or just the highlights of it).
- The typed (or written) copy should be given to the recording secretary for filing.
- A copy should be kept by yourself to be handed to your successor for her reference in future years.
- You can also have copies to hand out to everyone at the Executive Meeting so that they can follow along, but it is not necessary.
- The report could include the following headings or sections:
 - Name of Event, Activity or Duty and the name of person submitting report
 - Date and Time of event (if applicable)
 - Committee Members (if applicable)
 - General Nature of the Event, Function or Activity
 - Number of people attending (if applicable)
 - Costs, Revenues and Profit or Loss
 - Highlights of Event
 - Good Points/Poorer Points
 - Your Recommendations for Next Time
 - Would you repeat the Event?

14. Appendix 3 – Expense and Income Forms

Income / Expense Voucher – Sisterhood of Temple Sholom

Please complete the appropriate spaces for income reported or reimbursement/expense payment being requested.

Income Reported:

Cash _____ Cheques _____ Total Income: _____

For: _____

Person turning in money: _____ Phone: _____

Expense Payment Requested:

Amount Requested: _____ (Please attach receipts or invoices)

For: _____

Make cheque payable to: _____

Deliver cheque to: _____

Person requesting the money: _____ Phone: _____

Treasurer's Record:

Date Voucher Received: _____

Income Deposited Date: _____ Cheque Issued Date: _____

Cheque #: _____ Delivery Method: _____

Payment authorized by: ☐ Sisterhood meeting ☐ Treasurer