



## **WRJ Pacific District Job Descriptions**

Rev. June 2022

Below are descriptions for the WRJ Pacific District elected offices or positions for the term beginning in October 2020 when a new board will be installed at the 2023 WRJ Pacific District Convention.

An amendment to the WRJ Pacific District Bylaws increasing the number of Vice Presidents will be voted on at the WRJ Pacific District 2020 Convention in November 2020. If the amendment does not pass, the position of Membership Vice President described below will be an appointed chair position.

### **WRJ Pacific District President**

#### WRJ

- Participate in monthly District Presidents' conference calls.
- Attend Annual District Presidents' Council.
- Collaborate with other WRJ District Presidents.
- Attend WRJ Board Meetings – voice and vote privileges
- Attend and represent the district at WRJ Leadership Conference – participate as requested.
- Support and represent the district with the WRJ YES Fund.
- Support, represent the district, and remain current regarding WRJ programs and projects.
- Complete reports as requested.
- Read WRJ Yammer and other messages – distribute as appropriate.
- Supervise and mentor PD 1st VP and other PD members of WRJ Board.
- Supervision is by WRJ VP membership services
- Ensure that district is liaison between local sisterhoods and WRJ.
- Represent District at HUC special events or ensure representation.

#### Pacific District

- Organize and preside at all Pacific District Board Meetings and plan leadership training opportunities.
- Call any meetings or conference calls as necessary or appropriate.
- Assign VP responsibilities: Marketing & Communications, Philanthropy, Social Action & Advocacy, and Membership, and three Area VPs.



- Assign any additional responsibilities as appropriate including, e.g., Board meeting planning.
- Supervise 1st VP, VPs of Marketing & Communications, Philanthropy, Social Action & Advocacy, and Membership, Treasurer and Secretaries.
- Maintain and create a strong partnership with 1st VP to ensure mentorship.
- Work with 1st VP and the convention committee to help plan the district convention
- Appoint & supervise all committee chairs and members, e.g., By-laws, Policies and Procedures, Nominating, Affiliations, Budget, Kavod, etc. and serve as advisory or resource.
- Attend and participate in all PD Area Events and coordinate leadership-training opportunities at each.
- Collaborate with PD Treasurer regarding reimbursements.
- Serve on PD Budget Committee.
- Ensure that all appropriate reports are assigned, collected, read, and distributed.
- Ensure that appropriate records are maintained and that materials remain current.
- Work with VP of Marketing & Communication and Chai Line Editor to contribute to, edit, and approve of content for the Chai Line and PD website and notifies webmaster of suggestions and changes as needed.
- Remain active in her local sisterhood.
- Work closely with VP Membership in connections with Affiliations.

### General

- Mentor and support current PD leadership.
- Identify, mentor and support future district leaders. Support WRJ and PD missions.
- Ensure appropriate personal time availability to fulfill responsibilities.
- Be a role model with the best interests of PD and WRJ as primary purposes.
- Seek to create consensus and team environment.
- Participate in or remain current in skills enhancement for personal growth.
- Perform as a role model.
- Remain active in your own sisterhood.



## **WRJ Pacific District 1st Vice President**

### Supervisory Contacts:

- Pacific District President
- WRJ Vice President of Member Services - to ensure that the district is the liaison between local sisterhoods and WRJ

### Responsibilities:

- Function as a resource to district leadership and especially to area directors.
- Work with sisterhoods in the district.
- Be familiar with WRJ and district resources, materials, and opportunities.
- Be familiar with WRJ and Pacific District By-laws, Policies and Procedures, and Mission.
- Assist the president in a variety of ways, upon request.
- Fulfill the obligations of the district president if she is not available or upon request.
- Meet regularly with the District President for appropriate training and communications.
- Communicate information to the District President, as needed, for WRJ semi-annual reports.
- Meet monthly or as needed with the Area Vice Presidents and Area Directors for communication and to provide training.
- Directly supervise the three Area Vice Presidents and the District Convention Committee.
- Create with the VP of Marketing and Communication the form for the Area Directors' reports and then oversee the implementation of the Area Directors' reports and other required reporting to the district, including monthly reports to the Executive Committee.
- Work with the Area Directors, Area VPs, and the President to set up Assist teams as needed, to further help individual sisterhoods.
- Ensure training opportunities for area directors.
- Attends WRJ Board meetings, and District Presidents' Council monthly meetings, and district events.
- Attend annual District Presidents' Council training at a location determined by WRJ.
- Work with VP of Marketing & Communication and Chai Line Editor to contribute to, edit, and get approval from the District President of content



- for the Chai Line and PD website and notify webmaster of suggestions and changes as needed.
- Remain active in her local sisterhood.

Other Responsibilities:

- Be aware of all duties and obligations of her position.
- Be able to devote the necessary time to fulfill her duties.
- Be able to be a public representative of WRJ and the Pacific District.
- Be able to develop leadership potential of other board members.
- Perform as a role model.
- Step in and perform the duties of an Area Vice President, upon leave of absence.
- Attend district committee meetings, programs, and events, as feasible.
- Become familiar with all Executive Committee and other committee job descriptions.

**WRJ Pacific District Area Vice President**

Supervisory Contacts:

- WRJ 1st Vice President
- WRJ Professionals, including the Engagement Department.
- WRJ Executive Director
- Yammer

Objectives:

- Ensure that the district is the liaison between local sisterhoods and WRJ  
Coordinate the efforts of a group of District Area Directors.
- Contact local affiliated sisterhood presidents/contacts in collaboration with Area Directors, as needed.
- Facilitate dialogue between local sisterhoods and WRJ experts when needed.
- Represent the district at local sisterhood events, when requested.

Expectations:

- Attend all district events.
- Establish and maintain regular contact with her assigned Area Directors.



- Prepare reports to be presented at district board meetings, district conventions and other district meetings.
- Communicate with District 1st VP on a regular basis.
- Be active in her local sisterhood.

#### Responsibilities:

- Maintain e-mail and/or phone communication with her assigned Area Directors frequently.
- Submit summary reports of her group's sisterhoods after each Area Director report to the 1st VP and to the other Area VPs.
- Support Area Directors as they refer their assigned sisterhoods to the appropriate district or WRJ expert (ex: YES Fund questions to the correct VP).
- Support Area Directors as they refer any problems in their assigned sisterhoods to all other appropriate VPs and District 1st VP.
- Assists Area Directors in the planning and coordinating of Area Events.
- Encourage participation, invite sisterhoods, present content as requested.
- Keep records of communication with her assigned ADs.
- Compile and maintain written records of her duties and responsibilities.
- Maintain records and materials that are passed on to her from prior officer.
- Assure that her records are passed on at the end of her term.
- Attend Pacific District Convention.
- Accept any other assigned responsibility.
- Communicate with Affiliations Liaison to assess progress of newly affiliated sisterhoods.

#### Qualifications:

- Knowledge of WRJ and Pacific District By-laws, Policies and Procedures, and Mission.
- Be aware of all duties and obligations of her position.
- Be able to devote the necessary time to fulfill her duties.
- Be able to be a public representative of WRJ.
- Be able to develop leadership potential of other board members.
- Perform as a role model.

#### Other Responsibilities:

- Be active in her local sisterhood.



## **WRJ Pacific District Vice President Philanthropy**

VP of Philanthropy is the fundraising arm of the District, raising funds for the District, for WRJ and the YES Fund, and for other needed funds. The VP of Philanthropy's responsibilities include educating local sisterhoods on the YES Fund.

### Communication with WRJ:

- Help with the duties and responsibilities of the WRJ Vice President of Philanthropy. This includes support and involvement at YES Fund programs during District Conventions and Fried Women Conferences.
- There are quarterly conference calls with other District VPs and the WRJ Vice President of Development. Goals are discussed and plans are made to ensure those goals are met.
- Updated information is shared from WRJ to the districts.

### Area YES Fund Events:

- Assist in coordinating Area YES Fund Teas, luncheons and specific events. The goal is to have an event in each of the District areas: Southern California, Northern California, Pacific Northwest and Southwest.
- Coordinate with district sisterhoods to have YES Fund representatives and assist them as needed in planning YES Funds and education.

### Area Events:

- Plan and coordinate a YES Fund presentation at each Area Event.
- Create a committee at the Area Events if needed for the YES Fund Ask.
- Coordinate sales of any district and WRJ products at Area Events.
- Coordinate Area Events with the Area Vice President and committee.

### District Convention:

- Coordinate with the Convention Steering Committee in planning of the YES Fund Ask. This may include a speaker, video and/or program. Create a committee to assist on preparation of the Ask.



- Obtain a list of all women who are completing their Lifelines or have completed their Lifelines, so they can receive their pins. This may be done together with the WRJ representative at convention.
- Coordinate with the Convention Steering Committee on sales of WRJ and District materials or products.

Other responsibilities:

- Attend and participate in all executive board meetings and conference calls.
- Accept invitations to visit sisterhoods whenever feasible.
- Accept assignments by District Speakers Bureau whenever feasible.
- Accept appointment by President to act as Director to a sisterhood in need if necessary.
- Maintain an inventory of YES Fund pledge cards.
- Be familiar with WRJ and Pacific District By-laws, Policies and Procedures, and Mission.
- Be aware of all duties and obligations of her position.
- Be able to devote the necessary time to fulfill her duties.
- Be able to be a public representative of WRJ.
- Be able to develop leadership potential of other board members.
- Perform as a role model.
- Be active in her local sisterhood.

**WRJ Pacific District Vice President  
Social Action & Advocacy**

The VP of Social Action & Advocacy informs and educates our Pacific District Sisters about opportunities for action and advocacy on the relevant social justice issues. She reports to the PD President.

Responsibilities:

- Inform and educate the WRJ Pacific District Board and sisterhoods about issues of Social Justice locally, statewide and nationally as presented through the resolutions of WRJ.
- Learn, educate, and inform about ways to participate in opportunities for Social Action and Advocacy on issues of Social Justice as prioritized by WRJ and the Pacific District.
- Update the Board on legislative actions in appropriate areas.
- Keep Informed about relevant issues.



- Remain open to and consider ideas from the Pacific District community and from sisterhoods and members regarding priorities and issues.

#### Other Responsibilities:

- Attend and participate in all planned conferences, board meetings and district conventions, including WRJ social justice conferences.
- Be active in her local sisterhood.

#### Qualifications:

- Be aware of all duties and obligations of her position.
- Be able to devote the necessary time to fulfill her duties.
- Be familiar with WRJ and Pacific District By-laws, Policies and Procedures, and Mission.
- Be able to be a public representative of WRJ.
- Perform as a role model.

### **WRJ Pacific District Vice President Marketing & Communications**

The VP, Marketing & Communications, develops and implements marketing and communication strategies to enhance the awareness of the Pacific District and communication with its sisterhoods. She reports to the PD President. District. Roles below can be done by the VP or can be assigned to committee leads.

#### District Website:

- Work with the Website Manager to keep the website up-to date and relevant.
- Keep track of the payment due dates for the Weebly Pro and GoDaddy accounts and send billing info to Treasurer.
- Make sure PD Calendar is up to date.

#### Communications:

- Disseminate emails for the district and create if needed – be keeper of the passwords.
- Create and/or manage Google Drive for Executive Committee, General Board, Area Directors, and Convention.





#### Zoom:

- Arrange Zoom calls and creating registration links. Might include sending out reminders or emailing attendees after the event.
- Oversee Zoom crew to help with tech for events.
- Keep track of the payment due dates for the Zoom accounts and send billing info to Treasurer.

#### Tuesday Chai Line:

- Work with President, 1st Vice President and Chai Line Editor to keep the Tuesday Chai Line newsletter interesting and relevant, including developing series of articles on topics beneficial to PD sisterhoods.
- Request sisterhood presidents, Area Directors, and VPs to send us information, articles, pictures and videos about their sisterhoods for inclusion in the newsletter.
- Keep track of the payment due date for the Constant Contact, and send billing info to Treasurer.

#### Social Media:

- Work with the Facebook, Instagram and Twitter Administrators to create and maintain our social pages and keep them interesting and up to date.
- Encourage sisterhoods to “like” us on our Facebook page, Instagram and Twitter. And subscribe to YouTube.
- Upload YouTube videos of programs and events to our YouTube channel – post links on Yammer and email out (if needed).

#### Yammer:

- Post onto Yammer the events that are in the CL – and posting videos after the event. Share programs to other groups as relevant.
- Interact with posts, answer questions, tag people as needed.
- Create and administer Convention group to get people excited.

#### Marketing for Convention:



- Work on and be included on the committee planning the District Convention to advise regarding marketing, communication, and technology.
- Help the CL Editor (as needed) in crafting and managing promotional calendar.
- Make sure social team and Website team are aware of any updates.

#### Area Events:

- Assist the Area Event committees in marketing the 4 Area Events.
- Help the CL Editor (as needed) in crafting and managing promotional calendar.
- Make sure social team and website admin are aware of any updates.

#### Other Responsibilities:

- Attend and participate in all planned conferences, board meetings and district conventions.
- Visit a Sisterhood when invited or asked to speak by the Speakers Bureau whenever feasible.
- Maintain district Gmail and other online accounts and passwords.
- Be familiar with WRJ and Pacific District By-laws, Policies and Procedures, and Mission.
- Liaise with Marketing and Communication VPs at the WRJ national level and M&C VPs from other districts.
- Be aware of all duties and obligations of her position.
- Be able to devote the necessary time to fulfill her duties.
- Be able to be a public representative of WRJ.
- Be able to develop leadership potential of other board members.
- Perform as a role model.
- Be active in her local Sisterhood.

### **WRJ Pacific District Vice President Membership**

#### Supervisory Contacts:

- Pacific District President
- Pacific District Treasurer
- WRJ Professionals, including the Engagement Department.



### Objectives:

- Be the liaison between local sisterhoods and Pacific District.
- Be the liaison between individual members residing in Pacific District and the District.
- Contact local affiliated sisterhood presidents regarding annual district dues and donations and follow up as needed.
- Oversee Speakers' Bureau.

### Expectations:

- Attend all district events.
- Establish and maintain regular contact with Treasurer.
- Prepare reports to be presented at district board meetings, district conventions and other district meetings.
- Be active in her local sisterhood.

### Responsibilities:

- Create/update dues form before July 1 for the fiscal year and send to webmaster to post. Dues are collected twice a year – by 12/31 and by 5/31 for any late joiners.
- Create a letter to all Sisterhood presidents/treasurers to be sent (usually in early November) by Corresponding Secretary along with dues form, after president approval.
- Monitor the dues spreadsheet maintained by the Treasurer to track payments.
- Create articles for Chai Line reminding Sisterhoods of deadlines.
- Submit summary reports of dues collections as requested by president and for all district board meetings.
- Follow up by email/phone with those Sisterhoods that haven't paid by February.
- Send welcome letter to all Individual Members residing in Pacific District and remind them of conventions and Area Events. Their dues are forwarded to Treasurer by WRJ.
- Maintain a spreadsheet of Individual Members.
- Request new Individual Members be added to Chai Line mailing.



- Inform Area Directors of any new Individual Members in their Area.
- Maintain records and materials that are passed on to her from prior officer.
- Assure that her records are passed on at the end of her term.
- Attend Pacific District Convention.
- Accept any other assigned responsibility.

#### Qualifications:

- Be familiar with WRJ and Pacific District By-laws, Policies and Procedures, and Mission.
- Be aware of all duties and obligations of her position.
- Be able to devote the necessary time to fulfill her duties.
- Be able to be a public representative of WRJ.
- Be able to develop leadership potential of other board members.
- Perform as a role model.

### **WRJ Pacific District Corresponding Secretary**

#### Correspondence:

- Send out periodic notices as directed by district president.
- Send out Good & Welfare cards.

#### District Meetings:

- Assist in preparation and email of notices and agendas of district board meetings and events.
- Participate in district board meetings as well as monthly executive board conference calls.
- Prepare reports of corresponding secretary activities.

#### District Stationery:

- Create new district electronic letterhead after convention.
- Send out letterhead template to district board.

#### Rosters:

- Create and maintain district roster spreadsheet.



- Send out email to all sisterhood presidents each May asking for any changes in leadership and prepare an article for the Chai Line.
- Create and update district rosters and email the updated rosters to the entire district board.
- Email new additions to the Chai Line editor: [chailinewrjpd@gmail.com](mailto:chailinewrjpd@gmail.com).

#### Email Accounts & Distribution Lists:

- Monitor and maintain the gmail account for the corresponding secretary.
- Forward any inquiries/responses from emails or Facebook postings to the appropriate person for response.
- Delete names and email addresses of those persons who request to be removed from the distribution list.

#### Dues:

- In October-December, work with the district Treasurer, President and 1<sup>st</sup> VP to email a form for the current year's district dues.

#### Other Responsibilities:

- Be familiar with WRJ and Pacific District By-laws, Policies and Procedures, and Mission.
- Be aware of all duties and obligations of her position.
- Be able to devote the necessary time to fulfill her duties.
- Be able to be a public representative of WRJ.
- Be able to develop leadership potential of other board members.
- Perform as a role model.
- Be active in her local sisterhood.

### **WRJ Pacific District Recording Secretary**

#### Responsibilities:

- Take roll prior to all meetings.
- Take minutes at all District Board meetings, conference calls, and the plenaries at our PD Convention.
- Type minutes send them electronically to the President of the district for editing.
- Distribute finalized minutes to the board.



- Prior to each board meeting or conference call, present minutes from previous meetings for approval.
- Keep copies of all minutes during her term and those of the most recent previous terms in a binder, as well as electronically, as documents of record.
- As called upon by the President from time to time, help out with Special Projects such as work on Area Events or assist other Board members in completing their jobs.

Other Responsibilities:

- Be familiar with WRJ and Pacific District By-laws, Policies and Procedures, and Mission.
- Be aware of all duties and obligations of her position.
- Be able to devote the necessary time to fulfill her duties.
- Be able to be a public representative of WRJ.
- Be able to develop leadership potential of other board members.
- Perform as a role model.
- Be active in her local sisterhood.

**WRJ Pacific District Treasurer**

The Pacific District Treasurer maintains the Pacific District books.

- Books are maintained in Quick Books. Working knowledge of Quick Books is a necessity. Bookkeeping knowledge and experience is a necessity.
- All checks made out to the district are sent to the treasurer who deposits all checks in the PD checking account in a timely manner. Checking accounts are at Wells Fargo Bank and can be deposited into any local Wells Fargo branch.
- Write all checks. Requests for reimbursements and any bills/invoices/payments are sent with an Expense Reimbursement Request and corresponding bill to the PD President who approves the request and forwards to the treasurer for payment
- Reconcile bank statements. Bank statements are received monthly and reconciliations should be kept up-to-date.
- Reports: Income and Expense reports are exported/emailed from Quick Books to the budget committee. Reports are given to the Board. Treasurer answers questions regarding PD financial status from the President.



- Reports: Bank statements are emailed to WRJ monthly. Any financial questions and/or inquiries made by WRJ are to be answered in a timely manner, including URJ/WRJ audit.
- Meet with District Financial Reviewer at least once/year to review books and checks written, according to By-laws.
- Prepare spreadsheet of Area Event income and expenses for each region's planning committees and review.
- Maintain PayPal account for use by district for Area Events and convention registrations.
- Be present on all Exec Board conference calls. Report on financial status to Board members.
- Attend District Board meetings and report on financial status of District Membership (Dues) Records.
- Working knowledge of EXCEL spreadsheets and Quick Books is required.
- Maintain spreadsheets and Quick Book reports of all annual dues payments by Sisterhoods.
- Be prepared to report to Vice Presidents and Area Directors regarding which Sisterhoods need to be contacted when dues have not been paid.
- Be prepared to give President membership numbers twice/year.
- Pay WRJ dues each July at \$2.00/member.
- Assist the Corresponding Secretary and VP of Membership with preparation of two dues statements.
- Work with VP of Membership regarding the collection and reporting of dues payments.
- Keep Exec Board apprised of and prepare reports for Board meetings on progress of dues collections during the year.
- The treasurer is a member of the district Budget Committee.
- Meet with Budget Committee annually (may be in person or on conference call) to prepare and review district budgets.
- Provide Budget Chair with up-to-date Profit & Loss and Balance Sheet statements to compare with budget projections.

#### Other Responsibilities:

- Be familiar with WRJ and Pacific District By-laws, Policies and Procedures, and Mission.
- Be aware of all duties and obligations of her position.
- Be able to devote the necessary time to fulfill her duties.
- Be able to be a public representative of WRJ.
- Be able to develop leadership potential of other board members.
- Perform as a role model.



- Be active in her local sisterhood.

### **WRJ Pacific District Area Director**

#### Supervisory Contacts:

- District 1st Vice President
- Area Vice President
- District President

#### Support Contacts:

- WRJ 1st Vice President
- WRJ Executive Director
- WRJ staff, as assigned from WRJ

#### Objectives:

- Ensure that the district is the liaison between local sisterhoods and WRJ.
- Directly contact local affiliated sisterhoods and their presidents.
- Facilitate dialogue between local sisterhoods and WRJ Experts when needed.
- Represent the district at local sisterhood events.

#### Expectations:

- Establish and maintain regular contact with her assigned sisterhoods, while facilitating access to speakers, information, connections to WRJ PD and WRJ.
- Attend all district events, to the extent feasible.
- Provide information to be used in reports to be presented at district board meetings, district conventions and other district meetings.
- Communicate with assigned District VP on a regular basis.
- Be active in her local sisterhood.
- Be familiar with WRJ and Pacific District By-laws, Policies and Procedures, and Mission.





### Responsibilities:

- Make contact with her assigned sisterhoods at least three to four times per year as requested by 1<sup>st</sup> VP.
- Maintain e-mail communication with her assigned sisterhoods as much as possible.
- Visit each of her assigned sisterhoods at least once during a two-year term, if within a reasonable travel distance, i.e. sisterhood meeting, program or events. Request calendar from assigned sisterhood to determine best time to visit.
- Submit Area Director reports of her sisterhoods to the 1st VP and Area Vice President by the requested deadline.
- Disseminate WRJ information to her assigned sisterhoods.
- Report any change of sisterhood leadership or contact information directly to the PD Corresponding Secretary.
- Refer assigned sisterhoods to the appropriate district or WRJ expert (eg: YES Fund questions to the correct VP).
- Discuss and refer any sisterhood problems with assigned VP, District 1st VP, and President, if appropriate.
- Work closely with Area Vice President (or their designee) to organize and run Area Events; invite and encourage participation of her sisterhoods; present content as requested.
- Maintain past records and materials from previous Area Director.
- Maintain accurate and complete records, or a summary, of each assigned sisterhood to be passed on to incoming Area Director.
- Attend Pacific District annual board meeting and convention.
- May be asked to speak on behalf of the District at a meeting or program other than your assigned Sisterhood.

### Qualifications:

- Knowledge of WRJ and Pacific District By-laws, Policies and Procedures, and Mission.
- Familiarity with the duties and obligations of her position.
- Willingness to devote the necessary time to fulfill her duties.
- Ability to serve as a public representative of WRJ.
- Ability to perform as a role model.
- Prior sisterhood presidency strongly recommended but not required.