

Additional Responsibilities for Specific Board Roles

Adapted from St. Louis Section

In addition to the general board member job descriptions, include the following additional responsibilities for special positions and Vice President positions. This resources includes responsibilities for the roles of Treasurer, Immediate Past President, Secretary, VP of Advocacy, VP of Administration, VP of Development, VP of Leadership, VP of Marketing, VP of Community Service, and VP of Membership.

Treasurer

The Treasurer of the National Council of Jewish Women--_____ Section shall act as the chief fiscal officer for all operations of the Section. She will work with the finance team to develop investment policies and monitor all Section financial operations

Treasurer Responsibilities

- Appoint special committees and task forces as necessary to implement the financial plan.
- Monitor Section expenditures on a monthly basis and report to the Board.
- Review financial and investment policies and present changes to the Board as necessary.
- Meet on a regular basis with the Financial Advisor to review investments.
- Prepare annual budget in coordination with the Executive Team and the Executive Director.
- Chair the Finance Team and meet as necessary.
- Serve as a signatory for Section bank accounts and co-sign checks and vouchers as needed.
- Engage the Board in the financial management of the Section by preparing reports for monthly Board meetings.
- Prepare long-range financial projections for the Board with assistance from the Executive Director.
- Make recommendations for dues increases as necessary.
- Special projects as assigned.

Immediate Past President

The Immediate Past President shall provide guidance and insight to the President and offer her assistance when necessary. She shall chair the Nominating Committee and the Awards Committee.

Past President Responsibilities:

- Chair the Nominating committee
- Chair the Awards committee if requested by the President
- Assist the President as requested

Secretary

The Secretary of NCJW shall be responsible for the taking of minutes for all official board and executive team meetings. The Secretary of the National Council of Jewish Women--_____ Section shall assure that accurate records and minutes are kept for all operations of the Section.

Secretary Responsibilities

- Assure that accurate minutes are taken of all official proceedings and sent out in a timely manner.
- Prepare correspondence on behalf of the Section, as requested by the President, the Executive Team and/or the Board.
- Works with all the Vice President's and Officers to assure that minutes are being taken at all meetings and copies are kept for historical purposes.
- Prepares additions to the historical retrospective annually.
- Special projects as assigned.

Vice President of Advocacy

The Vice President of Advocacy of the National Council of Jewish Women - _____ Section shall be responsible for all local advocacy efforts on behalf of the Section based on national priorities and issues.

Advocacy Responsibilities:

- Prepare monthly reports for Board and Executive Team meetings.
- Prepare annual goals in partnership with the President and staff liaison.
- Develop annual work plan for department using the NCJW Strategic Plan for guidance.
- Coordinate all section advocacy activities, including but not limited to Lunch and Learns, Cocktails and Causes, special programs, and community liaisons.
- Coordinate advocacy ads for publication.
- Appoint special committees and task forces as necessary to implement the advocacy plan and appoint individuals to represent NCJW on community coalitions.
- Assure that we are represented at coalition meetings
- Work with State Policy Advocacy Chair (SPA) to advocate for issues of concern to the Section that are within the National Resolutions and Section priorities.
- Work with State Policy Advocacy Chair (SPA) to coordinate legislative reception and annual lobby days.
- Oversee advocacy activities including, but not limited to: letter writing, NCJW community representation, Washington Institute, and advocacy programming.
- Provide advocacy articles for the NCJW Bulletin.
- Work with the State Policy Advocacy (SPA) Chair to respond in a timely manner to issues that arise throughout her term as they see fit. This could include community town halls, educational programs, letter-writing, and visits with elected officials.

Vice President Administration

Administrative Responsibilities:

- Prepare annual goals in partnership with the President and staff liaison.
- Develop annual work plan for department using the NCJW Strategic Plan for guidance.
- Monitor the progress of the strategic plan in coordination with the VP of Leadership.
- Review board bylaws every three years, in accordance with national policy.
- Coordinate the review of policies and procedures, setting up a schedule to review one section each year: board, general, financial and personnel.
- Assure that an up to date policy manual is maintained at the NCJW office and that copies are given to board members every year.
- Oversee new projects to assure that any projects being evaluated meet the criteria established by the board and national.

Vice President Development

The Vice President Development of the National Council of Jewish Women -- _____ Section shall be responsible for the preparation of the annual development plan for the Section. She works directly with the Executive Director and the Development Director to create, implement and maintain a broad-based development plan to raise the resources necessary to pursue the mission of the Section.

Development Responsibilities:

- Prepare monthly reports for Board and Executive Team meetings.
- Prepare annual goals in partnership with the President and staff liaison.
- Develop annual work plan for department using the NCJW Strategic Plan for guidance.
- Appoint and provide oversight to special committees and task forces as necessary to implement the development plan.
- Prepare annual budget for all Development operations with the Executive Director.
- Oversee the Annual Campaign, working with the Executive Director, Director of Development, and President to assure that it is completed in a timely manner and meets our goals.
- Work with Development Director to identify potential funders, grantors and underwriters for programs and projects.
- Ensure that donors are acknowledged, stewarded and recognized.
- Oversee all special events that raise funds as part of the plan.
- Explore planned giving as an avenue for raising revenue.
- Identify new fund raising opportunities as they arise.
- Assure that staff is preparing all gift acknowledgements and thank you letters, as necessary.
- Verify with staff that annual tax mailing goes out by January 31st of each year.
- Provide development articles for the NCJW bulletin and website.
- Special projects as assigned.

Vice President Leadership

The Vice President Leadership of the National Council of Jewish Women--_____ Section shall be responsible for the development of all leadership development and training. She must be available to represent NCJW--_____ Section at collaborative events and programs organization.

Leadership Responsibilities

- Prepare monthly reports for Board and Executive Team meetings.
- Prepare annual goals in partnership with the President and staff liaison.
- Oversee the development, implementation and review of the strategic plan.
- Develop annual work plan for department using the NCJW Strategic Plan for guidance.
- Monitor the progress of the strategic plan in coordination with the VP of Administration.
- Develop the leadership training and development annual plan to include leadership events and classes.
- Appoint special committees and task forces as necessary to implement the leadership development plan.
- Assist the President in the preparation of monthly board meeting agendas.
- Implement a board and officer training and transition program, including, but not limited to board orientation and board retreat.
- Implement Board Buddies program as necessary
- Work with President to design and implement annual board member self-assessment
- Work with President to design and implement annual Board & Organizational assessment

Vice President Marketing

The Vice President Marketing shall be responsible for overseeing the section public relations and marketing activities, coordinating the Bulletin content with the website and social media. She will oversee all shop marketing in coordination with the VP of Retail. Work with staff to update website as necessary and make sure that all section printed materials comply with the national branding guidelines.

Marketing Responsibilities:

- Develop annual marketing campaign with the Marketing Manager
- Work with the Marketing Manager and VP Membership to develop a promotional campaign to encourage members to get involved
- Work with Marketing Manager and Resale Shop board chair to develop a promotional campaign to encourage shop donations.
- Coordinate all public relations activities, working with the marketing manager to develop pitches for stories, press releases, radio PSA's and TV promos.
- Serve as liaison with Back to School Store marketing to committee to assist as needed.
- Attend all Executive Team and Board meetings.
- Appoint special committees and task forces as necessary to implement the volunteer management plan.
- Report on the status of the plan at monthly board meetings.
- Prepare annual budget for all Volunteer recognition and placement operations.

Vice President of Community Service

The Vice President of Community Service of the National Council of Jewish Women - _____ Section shall provide direction and oversight for all community service projects and programs of the Section.

Community Service Responsibilities:

- Prepare monthly reports for Board and Executive Team meetings.
- Prepare annual goals in partnership with the President and staff liaison.
- Develop annual work plan for department using the NCJW Strategic Plan for guidance.
- Recruit chairs and volunteers for community service projects and manage the project chairs, including but not limited to BTSS, KCC, HHB, WWW and Project Renewal.
- Work with all project chairs to assure they have appropriate support, both staff and volunteer, to conduct their projects.
- Appoint special committees and task forces as necessary to implement the community service plans, including but not limited to project evaluation.
- Assure that all programs and projects are evaluated on a regular basis and implement community service project evaluation committee recommendations.
- Serve on the Section Project Development Committee as necessary.
- Provide community service articles for the NCJW Bulletin and website.

Vice President Membership

The Vice President of Membership of the National Council of Jewish Women - _____ shall develop a plan to recruit, involve, provide programs to and retain members. She must be available to represent NCJW - _____ at collaborative events and programs and serve as a role model for all members in her support of NCJW.

Membership Responsibilities:

- Attend all Executive Team and Board meetings and present a membership report.
- Appoint special committees and task forces as necessary to implement short and long-range plans for membership retention and recruitment, including but not limited to the annual gala event.
- Oversee membership activities that may include: member programming and volunteer and member recognition.
- Oversee annual membership renewal solicitations.
- Recruit chairs for all membership programs/activities, including, but not limited to Installation, Membership Directory, Art Interest Group and other programs.
- Provide oversight of department expenditures.
- Oversee awards committee to nominate NCJW members for appropriate community awards and recognition.
- Provide membership articles for the NCJW Bulletin.
- Attend all NCJW events, to the best of her ability, including but not limited to, advocacy programs, special events, membership programs, fundraising events, including Couturier and related events.
- Special projects as assigned.