

## Sample Job Description

# President Elect

From St. Louis Section

*The President Elect of the National Council of Jewish Women--St. Louis Section shall work with the President to transition prior to her installation. She has an obligation to commit her time and energy to the betterment and well-being of the section. She helps to represent NCJW--St. Louis at local events, collaborative programs and in the community at large. She works directly with the President and the Executive Director of the Section to learn about the management of all Section operations. She must be available to represent NCJW - St. Louis at collaborative events and programs and serve as a role model for all members in her support of NCJW. The President Elect of NCJW-St. Louis shall not engage in any partisan political activities on behalf of NCJW-St. Louis during her term of office.*

<b>Reports to:</b>	President
<b>Staff Liaison:</b>	Executive Director
<b>Term:</b>	One Year

### Job Responsibilities:

#### Leadership

- Serve as a role model for members in support of NCJW, as a volunteer, donor, and participant.
- Serve as an ambassador for NCJW in the community and encourage others to join in our efforts.
- Attend all Executive Team and Board meetings.
- Attend NCJW events, to the best of her ability, including signature events such as **Back to School! Store, Celebrating Women, Couturier, Installation, Trivia Night**, and other membership, advocacy, community service and development programs.
- Support the Resale Shop by donating, volunteering and encouraging others to do the same.

#### Advocacy

- Become familiar with our issues and actively endorse our advocacy work.

#### Community

- Represent St. Louis at NCJW national events as opportunities arise. There may be personal costs involved in attending these events.

#### Development and Finance

- Support financial resource development by making a meaningful gift to the annual campaign.
- Participate in fundraising by serving on at least one development committee.

- Develop an understanding of the budget and financial statements and exercise fiduciary responsibility.
- Actively participate in all fundraising efforts of the Section.

**Administrative**

- Work with the President to establish biennial priorities based upon the Strategic Plan.
- Actively participate in the nominating process.
- Begin to work closely with all Vice Presidents to develop an understanding of the goals in each department.
- Work closely with the President and the Executive Director to review the Section's goals, financials, staffing, and general operations.
- Serve as a member of the Finance Team and actively participate in the preparation of the annual budget.
- Adhere to the conflict of interest and confidentiality policies of NCJW.
- Serve as Chair of the Bylaws Review Committee.

*Note: The President Elect is slated for a one-year term, to begin her service in May of the second year of the President's term. In the event the President serves two terms, the President Elect will not be slated until the second term.*