

**STS Sisterhood
Board Position Job Descriptions
Dec. 2011 (Revised)**

(Executive Positions BOLDED, General Positions are UNBOLDED)

PRESIDENT Provides leadership and oversight of all Members of the Sisterhood Board. Presides over Executive and General Board meetings; assists in selecting and guiding of Chair people; acts as Sisterhood liaison to the Synagogue, it's affiliates, and Women's League for Conservative Judaism and attends these meetings as necessary; member of the Budget Committee and ex-officio member of all committees other than Nominating Committee. Provides active support, training and mentoring, for Vice Presidents unable to accomplish their duties. Responsible for creating an environment based upon teamwork and respect, fostering opportunities for leadership development and growth.

EXECUTIVE VICE PRESIDENT Assists the President in her duties wherever needed; presides at meetings when President is unavailable; member of the Budget Committee. Provides active support, training and mentoring for Board members unable to accomplish their duties. Chairs at least one major project per year and participates on other committees throughout the year. Attends Executive and Board meetings

PARLIAMENTARIAN Attends all meetings. Assures that the By-Laws and Standing Rules are adhered to and followed. Meets once per term with By-Laws and Standing Rules Committee for review and revision. (The President and Parliamentarian select the individuals for this committee.) *This position is filled by Presidential Appointment.*

FINANCIAL SECRETARY Chairs the Sisterhood Budget Committee which meets in the spring to develop a budget for the coming fiscal year. Maintains spread sheets which captures the projected and actual expenses and income of Sisterhood events and programs; reports quarterly to the Board on the financial solvency of Sisterhood; collects, records and deposits all monies and checks in a timely manner; works closely with Treasurer to monitor budget; attends Executive and General Board Meetings.

TREASURER Maintains Sisterhood's general checking account and pays Sisterhood's bills; maintains accurate records of income and disbursements; balances books with bank statements and prepares monthly report for Board meeting; works closely with Financial Secretary; member of the Budget Committee. Attends Executive Committee and General Board Meetings.

IMMEDIATE PAST PRESIDENT Assists the new President throughout the transition to the new administration. Makes herself available to answer questions or problem solve during this period; mentors President, as needed; attends Executive Committee and General Board Meetings.

ADMINISTRATIVE VICE PRESIDENT Schedules and attends Planning Meetings each summer, with each Chairperson and her respective committee. Chairs at least one major Sisterhood committee or project each year and actively participates in other committees throughout the year. Attends Executive Committee and General Board Meetings. Mentors, guides, monitors and supports the Committee Chairs that report to her:

BEREAVEMENT CHAIRPERSON/ LIFELINE CHAIR Works closely with the Synagogue Bikkur Cholim Committee and Synagogue administrative staff to identify members with a recent loss that are in need of bereavement table set-up for a shiva. Organizes the purchase, preparation and set-up of appropriate food items with the bereaved families. Attends Board meetings.

HISTORIAN/ CREATIVE & SPECIAL PROJECTS CHAIR Responsible for obtaining photos of Sisterhood events and programs, forwarding them to the *Shofar* editor, the Sisterhood Publicity & Visual Tech Chairperson (Sisterhood e-newsletter), as well as adding them to the President's scrapbook album; maintains Sisterhood display box in Synagogue lobby; attends Board meetings.

CATERING VICE PRESIDENT Schedules and attends Planning Meetings each summer, to plan and arrange administration to the Synagogue/ Sisterhood Dairy kitchen. Oversees the kiddush teams and communicates with team leaders regarding their needs. Reviews all invoices for accuracy prior to signing and forwarding to the Synagogue Executive Director for payment to vendors. Works closely with Committee Chairs and Synagogue Executive staff, to assure timely and accurate communication of upcoming events and needs. Attends Executive Committee and Board Meetings; oversees following Chairpersons:

CATERING MANAGER Orders all linens, food and dry goods. Checks inventory of paper goods and food items, communicates with the synagogue staff (custodian) regarding pick up and purchase of supplies. Attends Board Meetings.

SIMCHA COORDINATOR CHAIR Contacts b'nai mitzvah and other simcha families, to coordinate the events which will be catered by Sisterhood. Communicates closely with Synagogue Executive Staff and Catering Vice President. Attends Board Meetings.

SECRETARY Attends Sisterhood Board Meetings and takes notes of all proceedings; prepares meeting minutes each month and forwards to Sisterhood President, prior to the next meeting, for her review and approval; prints and distributes minutes, when appropriate; presents minutes at each Board Meeting for review and approval; maintains complete set of these records, forwarding copies to the Parliamentarian.

COMMUNICATIONS VICE PRESIDENT Assists with the creation and distribution of flyers and other printed material generated by Program, Membership, Education, Ways and Means and Torah Fund Vice Presidents. Assures that all printed material has been reviewed and approved by the Sisterhood President prior to distribution. Assists Publicity & Visual Tech and Phone Committee. Attends Board Meeting.

PUBLICITY & VISUAL TECH CHAIR Works closely with President, Communications and other Vice Presidents to secure all flyers, photos and publicity to be included in the Sisterhood e-newsletter. Distributes e-letter monthly (or as directed) via the Synagogue internet distribution system. Attends Board Meetings.

PHONE COMMITTEE CHAIR Responsible, with the help of her committee, for making phone contact with all Sisterhood members on a regular basis, informing them of upcoming events and programs. Works closely with Membership Vice President to assure contact is made using the most current and accurate roster of Sisterhood members; communicates any issues or concerns brought to her attention, with the President or Membership V.P. Attends Board Meetings.

EDUCATION VICE PRESIDENT Schedules and attends Planning Meetings each summer, with each Chairperson and her respective committee. Actively participates in Sisterhood committees or projects each year. Attends Executive Committee and General Board Meetings. Mentors, guides, monitors and supports the Committee Chairs that report to her:

JEWISH FAMILY LIVING CHAIR Presents a D'var Torah at each Board Meeting; Under the direction of the Education Vice President, participates in planning and implementing all or part of the Women's League Shabbat and other women's Jewish celebration or educational events such as a Women's Seder.

LIAISON TO ECE, RELIGIOUS SCHOOL, AND YOUTH CHAIR Attends Synagogue meetings of Education and USY as needed and advises Sisterhood of their activities; responsible for encouraging youth group members to volunteer at Sisterhood events; working with STS Director of Education, identifies needs of ECEC, Religious School and USY and presents information to Board; Coordinates Chanukah gifts for ECEC children. Attends Board Meetings.

JUDAICA GIFT SHOP CHAIR Responsible for inventory, stocking, bookkeeping and volunteers to work in the Sisterhood Judaica Gift Shop; presents quarterly financial report to the Board; attends Board meetings.

MEMBERSHIP VICE PRESIDENT Schedules and attends Planning Meetings each summer, with each Chairperson and her respective committee. Reviews and updates Membership letter and application each year; tracks women Synagogue members who have paid dues via STS membership process; sends membership letter and application to all non-STS members for yearly renewal; creates current, accurate and complete membership roster; updates Sisterhood membership list with Synagogue; completes and forwards yearly W.L. Per Capita dues information and payment to said organization; with planning committee, plans and creates Paid-Up Membership and year end Appreciation Events; with help of committee, creates Sisterhood yearly directory; attends Executive Committee and Board Meetings. Mentors, guides, monitors and supports the Committee Chairs that report to her:

RETENTION & ACQUISITION CHAIR Responsible for contacting members who have not rejoined Sisterhood; works with Membership V.P. to plan programs that will encourage retention and membership growth; attends Board Meetings.

WELCOME CHAIR Sets up reception table at each event and program; warmly greets attendees and asks each person to sign-in on attendance logs; provides Membership Applications and information to prospective members, distributes and collects Board members name badges; attends Board Meetings.

SUNSHINE CHAIR Calls or visits Sisterhood members who are ill or homebound. Keeps Sisterhood President and Board informed of Sisters who are in need of cards or personal contact. Communicates with Administrative Vice President and Bikkur Cholim Committee, identified needs of Sisterhood members. Attends Board Meetings.

Z'HAVAH CHAIR Coordinates programs designed to interest the younger women of Sisterhood. These programs can be independent but not conflict with Sisterhood events. The goal of Z'Havah is to established a positive and lasting connection between young Synagogue women and Sisterhood, ultimately leading to participation in Sisterhood programs and events. Z'Havah Chair works closely with Membership V.P. and attends Board Meetings.

PROGRAM VICE PRESIDENT Schedules and attends Planning Meetings each summer, with each Chairperson and her respective committee. Responsible, with the help and support of her committee, to select and arrange for a monthly program for Sisterhood, assists with the creation of flyers and publicity for these events, working closely with Membership and Communications V.P.'s; mentors, guides, monitors and supports the Committee Chairs that report to her; attends Executive Committee and Board Meetings.

HOSTESS Assists Program V.P. with planning and implementation of Sisterhood programs. Helps with refreshment set-up and clean up; attends Board Meetings.

SOCIAL ACTION/ ISRAELI AFFAIRS CHAIR Presents Israeli/ Social Action issues or needs at meetings. Coordinates Tzadaka projects throughout the year as well as distribution of collected items to said organizations. Works with Synagogue on Sisterhood's participation in Mitzvah Day program. Attends Board Meetings.

TORAH FUND VICE PRESIDENT Schedules and attends Planning Meetings each summer, with each Chairperson and her respective committee. Under the direction and training of Women's League Torah Fund Chair, solicits Torah Fund pledges, distributes Benefactor "plus", pins, creates mailings and communications to potential donors, plans Torah Fund Shabbat and dinner, collects all donations and maintains accurate spread sheets on all pledges and monies collected, forwarding all collected funds to Women's League by designated dates. Mentors, guides, monitors and supports the Committee Chairs that report to her; attends Executive Committee and Board Meetings.

TORAH FUND SPECIAL GIFTS CHAIR Solicits special donations and "Plus Giving" donations; attends Board Meetings.

TORAH FUND CARDS CHAIR Educates Sisterhood members on the importance of Torah Fund cards; displays and sells cards; delivers monies to Torah Fund V.P.; attends Board Meetings.

WAYS & MEANS VICE PRESIDENT Schedules and attends Planning Meetings each summer, with each Chairperson and her respective committee. Member of the Budget Committee; along with the members of her committee plans multiple and varied fund raising events throughout the year in order for Sisterhood to meet budgetary commitments; mentors, guides, monitors and supports the Committee Chairs that report to her; attends Executive Committee and Board Meetings.

NEW YEAR'S GREETING BOOK CHAIR Solicits ads, collects donations and creates High Holiday Greeting booklet each year. Attends Board Meeting.

TRIBUTE CARDS CHAIR Sends out monthly birthday/ anniversary lists; sends out Sisterhood Tribute Cards for all occasions as requested by Synagogue community members; maintains accurate records of moneys owed and sends out monthly bills; attends Board Meetings.