

NATIONAL COUNCIL OF JEWISH WOMEN

PALM BEACH SECTION

Job Descriptions –Revised September 2020

JOB DESCRIPTIONS

PRESIDENT(S)

- It shall be the duty of the President(s) to preside at meetings of the Section, of the Board of Directors and of the Executive Committee.
- Acts as an ex-officio member of all committees with the exception of the Nominating Committee.
- Create an annual report of the Section in which a copy of which shall be sent to NCJW.org
- Acts as an officer designated at the beginning of the term, with the responsibilities of co-signing checks with the Treasurer or Co-Treasurer when necessary.
- Sign all contracts, agreements and legal documents.
- Acts as the official spokeswoman and representative of the Section. She may delegate that representation and shall require a report from her designee of the meeting attended.
- Appoints chairs to fulfill various responsibilities like Historian, Installation and booking monthly Board meetings if the VP of Administration requests help.
- Call emergency meetings, as needed.
- Submit monthly newsletter article.

VICE PRESIDENT OF ADMINISTRATION

- In charge of installation of officers held in April or early May. Installation may be held in a facility or a private home. See more about installation details on the page discussing Section Installation.
- Understanding of computer skills, to include excel and Microsoft word
- Responsible for working with Membership VP (Recruitment and Retention) and a committee if an installation Volunteer event is planned.
- Submits her budget for this event and other expected costs through the coming year to the budget committee for approval.
- Select an Historian of the Section who shall be responsible for keeping an internet or hard copy record of the Section's history. She will also keep records of newspaper articles, scrapbooks, photos, etc. (May ask the President to help fill the position) OMIT.
- Head the Evaluation Committee (this may be delegated to someone else from the Board) who will periodically review Section Services, Fundraisers and activities. This may be delegated to someone else.
- Serve as the internet clearinghouse storing all forms, letter, vouchers, etc. so they can be readily available when needed by Board members.
- Oversees the By-Laws, Policies and Procedures of the Section (reviewed minimum every 3 years).
- Parliamentarian can be appointed or she may request help from the President to fill the position.
- Assists the President and VP's in printing matter and large mailings.
- Orders pins, plaques, stationery.
- Responsible for sending E-mails (flyers, reports, etc.) to membership and to the Board.
- Reserves space for monthly meetings
- Submit monthly newsletter articles, Board reports and Agenda items.
- Regularly checks messages on answering machine and directs questions to the proper Board member to answer if she cannot.

VICE PRESIDENT OF SOCIAL MEDIA AND COMMUNICATIONS

- Act as liaison with the webmaster regarding updates, improvements and advancements in the Section's website.
- Update the website and check that all information is current and outdated information is deleted.
- Submit information, photos, etc. to the webmaster for inclusion.
- Assist in development of new categories for website.
- Monitor SEO (Search Engine Optimization) and submit completed monthly data report to the Board.
- Submit the publicity and newsletter forms to Director of Communications with a copy to VP of Social Media.
- Meet during the summer to assure all events are submitted to community calendars in various publications on a timely basis.
- Meet regularly throughout the year to review coverage in various media; newspapers, local magazines, TV, radio.
- Submit budget annually, Board reports and Agenda items monthly.
- Responsible for posting on Facebook and all Social Media.
- Recipient of special and communications forms.

DIRECTOR OF COMMUNICATIONS

- The Vice President of Communications is responsible for the flow of information to and between the Board, membership and the community.
- She must stay in contact with all Vice Presidents and event Chairs to coordinate the submission of data to those responsible for mailing or posting on the website or social media.
- Produce or supervise the production and mailing of hard copy bulletins and flyers to the membership.
- Supervise the publicity and newsletter Chairpersons
- Meet regularly throughout the year to review coverage in various media; newspapers, local magazines, TV, radio.
- Submit budget annually, Board reports and Agenda items monthly.
- Recipient of social and communications forms.

VICE PRESIDENT OF MEMBERSHIP (FINANCIALS)

- Responsible for dues notices in May- fiscal year is July 1 through June 30.
- Follow up with second notice to those not current as of November 1 of fiscal year. Members who have not paid their dues in a timely manner, are taken off the membership list and put on NON membership list which is given to the Vice President of Administration to update that list.
- Receives and records all checks and sends checks to Treasurer.
- Submits current membership list to Board of Directors at the end of every month.
- Updates on new members, deceased members, address changes, E-mails, date of joining, etc.
- Responsible for updating membership list monthly and annually.
- Assist Vice President of Membership (Recruitment and Retention)
- Submits budget request for following year.
- Provides membership report at monthly Board Meeting.

VICE PRESIDENT OF MEMBERSHIP (RETENTION)

- Arrange an annual tea for new members. Responsibilities include:
 - Act as the lead person the day of the event. Coordinate the following:
 - Arrange for hostesses
 - Send out invitations and thank you notes
 - Lead person day of event, overseeing all aspects
- Contact temples, groups, etc., interested in promoting some of our programs with the aim of growing membership
- Assist Vice President of Membership (Financial)
- Send out welcome letters
- Maintain the Ambassador Program and expand
- Follow up with non-members at various events for interest in joining NCJW by E-mail, letters, phone calls
- Submit annual budget, monthly newsletter article, Board reports and Agenda items.
- Review weekly National Report of new members in Florida. Contact individuals that would fall within our section.
- Proficient in computer skills.

VICE PRESIDENT OF COMMUNITY SERVICES

- Oversee community services projects.
- Review contracts with agencies and submit them to President to be signed.

- Explore development of new community service projects or expansion of existing ones.
- Submit annual budget, monthly newsletter article, Board reports and Agenda items.
- Work with Administrative VP to recognize community Project volunteers.
- Involve new members in projects where possible.

Programs that currently report to Community Service VP (s):

Caridad

Matters of Choice (when it resumes)

Morse Keynote Singers

Pathway to Education

Head Smart

Job Descriptions- Reviewed September 2020

VICE PRESIDENT OF ADVOCACY

- Responsible for the public policy work in the Section under the direction of the President and SPA.
- Given the issues and the circumstances in the state and federal legislatures and the point in the electoral cycle, the VP will use different strategies and activities to fulfill her mandate.

- Set up an Advocacy committee to help educate and engage Section members about priority issues.
- Monitor state and federal legislation of importance to the mission of NCJW and alert the Board and Section members of the status of the legislation.
- Encourage members to sign up for National Action Alerts and State Action Alerts.
- Coordinate educational and action campaigns with the NCJW State Policy Advocate (SPA)
- Attend NCJW, Inc. conferences and report back to the Board on key issues and actions.
- Participate in the Annual Lobbying Day in Tallahassee during the Legislative Session and report back to the Board on key issues and actions.
- Work with coalition partners in the county on issues and events of mutual interest that correspond with the Mission Statement of NCJW.
- Organize events on current issues.
- Submit annual budget, monthly newsletter article, Board report and Agenda items.
- Send letters to the editor of local newspapers regarding Advocacy.
- Send E-mails and make phone calls to state and federal representatives.
- Represent NCJW when speaking at public affairs (advocacy events) with the approval of the President.

Job Descriptions- Reviewed September 2020

CORRESPONDING SECRETARY

- Responsible for mailings involving Tribute Cards, Certificates and Acknowledgement of contributions.
- Inform board of any incoming correspondence including thank you cards and inquiries.
- Share received correspondence with the Board.
- Submit budget annually

Job Descriptions- Reviewed September 2020

RECORDING SECRETARY

- Responsible for recording minutes at President in a timely manner for them to edit. Once it is completed send to the Vice President of Administration who will send them to the board prior to the meeting. At the following meeting, if corrections are to be made, the Recording Secretary will correct them, resubmit them to the President who will keep a copy of file.
- Retain minutes of Board and Executive meetings

Job Descriptions- Reviewed September 2020

SECTION TREASURER

- Receive and record all Section monies from dues, fund raising, gifts, and other donations.
- Issue receipts for monies received.
- Deposit all funds in accounts designated by the Board.
- Disperse funds accordingly to Section procedures.
- Invest reserve funds upon advice of investment counselor and/or budget committee.

- Prepare all tax returns and reports for the IRS and state and local fiscal agencies. Consult with the accountant on proper guidelines for completing forms.
- Create a written financial report for each meeting and be prepared to interpret it at the meeting.
- Prepare monthly bank reconciliation upon receipt of the bank statement.
- Serve as the Chairwoman or member of the budget committee as dictated by the By-Laws.
- Arrange for professional audit of books annually.
- Transfer all records and materials to successor at termination of period in office.
- Maintain budget committee prepare annual budget prior to beginning of next fiscal year and present it to Section Board.

Job Descriptions- Reviewed September 2020

VICE PRESIDENT OF LIFT

- Develop, maintain and oversee relations with agencies whose clients receive items that assist them as the move from dependency to independence.
- Maintain financial records of expenditures.
- Make monthly reports to the Board of expenditures and activities.
- Compose articles for the web-site and newsletter.
- Prepare a budget for the coming fiscal year.
- Recruit and work with members to:
 - Be the liaison to different recipient organizations.

- Shop for items from pre-established lists.
- Encourage members to hold showers for recipient groups.
- Encourage members and friends to donate personal care items, especially those collected while travelling.

Job Descriptions- Reviewed September 2020

VICE PRESIDENT(S) OF KIDS COMMUNITY CLOSET

- Responsible for the everyday coordination and monitoring of the program.
- Prepares an annual budget and submits it to the Treasurer(s) who will prepare it for the Budget Committee.
- Identifies NCJW volunteer liaisons to schools with closets and makes them aware of their job description.
- Orders clothing (shirts, shorts, socks, underwear etc.) for closets as needed based on quarterly inventories and school requests.
- Maintains records of inventories, purchases, and expenses for all schools.
- Maintains regular contact via email with school personnel and liaisons regarding inventories and ordering.

- Selects new schools for closets based on poverty levels (free and reduced lunch data) as NCJW funds/grants become available.
- Coordinates with grant writer and reporting for new closet funding and maintenance of existing closets.
- Prepares Letter of Agreement for closets to be signed by section President and school principal.
- Organizes grand openings and dedications of new closets including date, time, invitations, publicity, etc.
- Submits all expense forms and invoices to Section Treasurer.
- Submits monthly Board and Newsletter Reports, agenda items and website updates.
- Prepares a budget for the next fiscal year and submits it to the Budget Committee.

Job Descriptions- Reviewed September 2020

VICE PRESIDENT OF HOMELESSNESS PROGRAMS

Meals For A Cause/Breaking Bread

- Schedule dates for serving dinners at the Lewis Center and Quantum House, contacting the individual in charge at the center. Solicit and schedule NCJW volunteers to serve for each date.
- Assured that NCJW blue aprons are clean and available for each date.
- Contact Tuxedo Catering and by E-mail to verify upcoming date and menu.
- Provide volunteers with directions and information about the procedures to follow at the Lewis Center.
- Call our credit card number in to Tuxedo Catering to pay for each meal.
- Send a copy of the receipt to the treasurer and VP of Homelessness.
- Keep track of amount spent with regard to budget.
- Prepare report for Board meetings.
- Write articles for newsletter.

- Make sure photo is taken at each dinner served and submitted to Uwe. The Homeless Coalition posts them on their Facebook page. Photos are also used for our newsletter.

Job Descriptions- Reviewed September 2020

DIRECTOR

- Directors are experienced Board members who must have a portfolio in order to assist and advise one or more Vice Presidents and/or Committee Chairs.

Job Descriptions- Reviewed November 2020

VP OF FUNDRAISING

- The Vice President of Fundraising serves as a key leadership and an active participant in making strategic decisions that affect the incoming revenue of the Section.
- She will build new relationships, gain visibility and play a role in impacting financial resources.
- She will develop the design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.
- Establish and implement the infrastructure to grow budget through the solicitation of major gifts, grants and corporate and foundation support and report on the progress.

- Monitor all donor functions; provide and present statistical analysis.

Job Description – September 2020

VICE PRESIDENT OF SPECIAL EVENTS

- Plan events with the idea of profit.
- In planning an event, follow these steps:
 - Choose an event Chairperson
 - Choose a date, always check the Jewish calendar
 - Find a location
 - Determine costs and estimate profit. Keep in mind rental, audio, decorations, food, speaker, invitations, etc.
 - Include as many members, especially new ones
- Plan events a year in advance, if possible.
- Prepare a budget.
- Submit monthly Board reports, newsletter articles and Agenda items.
- Prepare a Calendar of Events and a time-line for flyers to be mailed.

- Work with VP of Communications in regard to publicity of events.
- Fill out event form and evaluation form (after the event) and give to President and VP of Communications.
- Arrange for photos to be taken at the event (include names of persons in photos).
- Encourage your Chairperson(s) to attend Board meetings.
- Provide tax exempt forms for Chairperson(s) for event expenses.
- Send thank you notes to guest speaker, Chairs and committee.
- Turn checks into the Treasurer ASAP.
- Coordinate with the Vice President of Administration a list of those who attend Special Events including E-mail address and home address for future mailings.

Job Description Reviewed September 2020

NCJW VILLAGGIO PRESIDENT

- Attend monthly Club President's meetings at Villaggio
- Find speakers for our meetings
- Write articles for the Villaggio Voice
- Take and submit photos for the Villaggio Voice
- Create flyers and have them ready for copying
- Make sure flyers are in rounder and visible for residents
- Keep Channel 63 and the website up to date
- Coordinate with HOA staff for Villaggio NCJW meetings
- Secure a hold harmless form from speakers
- Make sure that we have AV people available for programs
- Meet with Villaggio caterer or other caterers as required
- Coordinate room set up when we have special events
- Send emails to Villaggio membership when warranted
- Send out condolence notices to membership via e-mail
- Make sure an NCJW condolence card is sent
- Maintain Villaggio membership list
- Select dates at the Presidents meeting for Villaggio Events Calendar and verify to make sure there is no conflict with other clubs by screening the on-site off-site list. Also verify no Section conflicts

- Complete event request forms, room setup forms, AV forms and off-site event forms
- Shop for food and staples for monthly meetings
- Set up coffee machine the night before our meetings
- Put out flyers on table and other pertinent information regarding NCJW
- Put in reimbursement forms when necessary with appropriate backup
- Liaison between Villaggio and the Section Board
- Write board reports
- Facilitate monthly meetings at Villaggio
 - Secure volunteers for NCJW programs