

Sample Job Description

President

From St. Louis Section

The President of National Council of Jewish Women--_____ Section shall serve as the spokesperson for the section as well as provide leadership, guidance, governance and financial oversight for the organization. She has an obligation to commit her time and energy to the betterment and well-being of the section. She represents NCJW--_____ at local events, collaborative programs and in the community at large. She works directly with the Executive Director of the Section to assist in the management of all Section operations. She must be available to represent NCJW - _____ and serve as a role model for all members in her support of NCJW. The President of NCJW-_____ shall not engage in any partisan political activities on behalf of NCJW-_____ during her term of office. *She shall, to the best of her ability, commit her time, energy and resources to help advance the work and mission of the organization.*

Reports to: Board of Directors
Staff Liaison: Executive Director
Term: Two Years

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.
- Preside at 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.
- Oversee departmental work using the NCJW Strategic Plan for guidance.
- Respond to all requests from National.
- Appoint special committees and task forces as necessary, in consultation with the appropriate Vice President.

- Serve as an ex-officio member of all committees except the Nominating Committee, where she is a voting member.
- May appoint up to 2 at large members to the Board, subject to the approval of the Executive Team and The Board.
- Present an annual report to the Section, a copy of which shall be sent to the National office.
- Assure that all Section awards are given out as necessary.
- Designate a First Vice President to serve in her absence or inability to serve.
- Work closely with all Vice Presidents to establish goals, offer support, and provide direction.
- Work closely with the Executive Director to review the Section's goals, financials, staffing, and general operations.

Advocacy

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

Community

- Serve as official spokesperson for the Section.
- Represent the Section at NCJW national events as opportunities arise. There may be personal costs involved in attending these events.
- Represent NCJW at all community wide events as necessary.

Fundraising

- 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

- Plan annual Board Orientation and Board Retreat with the VP Leadership.
- Adhere to the conflict of interest and confidentiality policies of NCJW.
- Review/approve all communications to the membership.
- Sign contracts, legal documents, and co-sign checks as authorized by the Board.
- Supervise the Executive Director, including annual assessments and reviews.
- Write a "Message from the President" for each Bulletin and monthly enewsletter.
- Maintain relationships with Past Presidents of the Section.