



A Jewish Woman's Perspective

February 4, 2010

Dear Sisterhood Member,

Enclosed is a list of the positions and job descriptions we will need to fill for the coming term of 2010 – 2012. Please take a look at the available positions. If there is a position you would like to be considered for or there is someone you feel would be a good candidate, please let the Nominating Committee know as soon as possible.

The positions on the Executive Committee require that the person elected to that position be a member in good standing of the Synagogue as well as Sisterhood, and have previously served at least one year on the Sisterhood Board of Directors. If you would like to be considered for one of these positions but have not yet become a member of the Synagogue, please know that we would love to have you on the board but per our By-Laws, membership is required. If you become a member of the Synagogue before the Proposed Slate is presented to the membership, you will have met the necessary requirements. If you are not able to at this time, we hope that you will consider one of the other positions on the board.

The task of preparing the slate is not an easy one, but each member of the nominating committee is up to the challenge. We will consider all of your requests or recommendations. Please send your requests or recommendations to the Synagogue and direct them to the Nominating Committee box or you can mail it directly to Susan Enbom or Email at:

Susan Enbom
23813 Kittridge St.
West Hills, CA 91307
Gr8wife@aol.com

Feel free to call me with any questions.

B'Shalom,

Susan Enbom
Nominating Committee Chair

Committee Members:

Miriam Carroll
Riki Goldberg
Joan Small
Bee Lipson
Joanne Block
Lynn Freeman

SISTERHOOD BOARD POSITIONS

EXECUTIVE POSITIONS BOLDED; GENERAL BOARD POSITIONS UNBOLDED; JOB DESCRIPTION INFORMATION INCLUDED.

PRESIDENT Oversees all Executive Vice Presidents and presides over all Board and Exec meetings; assists in guiding their Chair people; Sisterhood liaison to the Synagogue, its affiliates, and Women's League for Conservative Judaism and attends those meetings as necessary; member of the Budget Committee.

EXECUTIVE VP Assists President in her duties wherever needed; presides at meetings when President is unavailable; aids in proofreading all publicity or any materials posted or distributed by Sisterhood; member of the Budget Committee; attends Executive and Board Meetings.

PARLIAMENTARIAN Presidential appointment. Attends all meetings. Makes sure that the rules of By-Laws and Standing Rules are followed. Revises Standing Rules as needed, once a year holds a meeting to review the By-Laws and Standing Rules. The President and Parliamentarian choose people to attend the meeting.

FINANCIAL SECRETARY Collects, records, and deposits all monies and checks in a timely fashion; maintains spread sheet; works with Treasurer to keep Sisterhood's budget; member of the Budget Committee. Attends Executive Committee and General Board Meetings.

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

IMMEDIATE PAST PRESIDENT Helps new President with any questions and/or problems that may occur; mentors her throughout her term; attends Executive Committee and Board Meetings.

ADMINISTRATIVE VP Holds planning meeting prior to the beginning of new year and attends Executive Committee and Board meetings; oversees the following chairmanships:

BEREAVEMENT CHAIR/LIFELINE Organizes Sisterhood members to help set up bereavement tables at houses of mourning; orders/buys food for bereavement table; attends Board meetings..

HISTORIAN/CREATIVE & SPECIAL PROJECTS Takes photographs at all Sisterhood events and maintains the President's scrapbook album; maintains Sisterhood display window; attends Board meetings.

CATERING VP Holds planning meeting at the beginning of her term of office; Orders all tablecloths, food and dry goods; keeps records of orders and invoices; attends Executive Committee and Board meetings; oversees following chairmanships:

ONEG CHAIR Forms teams to prepare Shabbat tables for Friday nights and some holidays; communicates with sponsors; attends Board meetings.

(See Vice President)

SIMCHA COORDINATOR CHAIR Solicits sponsors for Oneg; writes contracts for b'nai mitzvot and collects the money; attends Board meetings.

SECRETARY Takes minutes at all General Sisterhood Board meetings; prints minutes before next Board meeting for Board members to read and approve; e-mails minutes of meetings to President prior to next Board meeting. Sends out postcards for meetings and monthly events.

COMMUNICATIONS VP Oversees all communication generated on behalf of Sisterhood; attends Executive Committee and Board meetings.

PUBLICITY & VISUAL TECH CHAIR Forms phone committee for reminders of upcoming events, announcements, and get-well wishes; attends Board meetings. Calls and/or visits Sisterhood women to brighten their day. Responsible for keeping Sisterhood Blog page current; attends Board meetings.

EDUCATION VP Holds planning meeting at the beginning of her term of office; works with the following chairmen; attends Executive Committee and Board Meetings.

JEWISH FAMILY LIVING CHAIR Presents a D'var Torah at every meeting, and is Women's League Shabbat Chair; attends Board Meetings. Plans or asks a Chairperson to plan special Women's Jewish Celebrations such as the Women's Seder.

JUDAICA GIFT SHOP CHAIR Responsible for inventory, stocking, bookkeeping, and obtaining volunteers to work in Gift Shop; attends Board meetings.

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 getting these groups to volunteer to help at Sisterhood events as needed; arranges gifts for ECE, Religious School and USY during Hanukkah, and gifts to ECE & Religious School graduates at the end of the year; attends Board meetings.

MEMBERSHIP VP She and her chair people are responsible for sending out applications for Sisterhood membership; maintaining membership records; reporting membership totals to Women's League; requesting the payment of Women's League per capita dues; forming a committee responsible for the Paid-Up Membership event. Holds planning meeting at the beginning of the year. Creates and/or updates Sisterhood roster; attends Executive Committee and Board meetings.

WELCOME CHAIR Set up greeting table and greets members at Program Meetings; attends Board Meetings. Plans New Member Tea; attends Board meetings.

RETENTION & ACQUISITION CHAIR Responsible for making contact with members who have not rejoined; attends Board meetings.

Z'HAVAH CHAIR Young Leadership extension of Sisterhood - newly formed, chair will attend Board Meetings as Z'Havah liaison to Sisterhood.

PROGRAM VP Responsible for developing monthly Programs; works with and gets support from Membership and other arms of Sisterhood; attends Executive and Board Meetings; holds planning meeting at the beginning of the year; oversees the following chairmanship:

HOSTESS Sets up refreshments for and cleans up after Program meetings; attends Board meetings.

SOCIAL ACTION CHAIR Presents Israeli/Community current events at meetings and coordinates social action events for Beit T'Shuvah, Project Chicken Soup, and Tofrim (Stitches from the Heart); attends Board meetings.

TORAH FUND VP Solicits Torah Fund pledges, distributes benefactor+ pins, creates mailings, and plans Torah Fund Shabbat event and dinner. Collects and maintains accurate records and deposits all monies in a separate account; holds planning meeting at the beginning of the year; attends Executive and Board Meetings. Oversees following chairmanships.

Torah Fund Special Gifts Solicits special donations and plus giving; attends Board meetings.

Torah Fund Cards Displays and sells Torah Fund cards; delivers monies to Torah Fund VP; attends Board meetings.

WAYS AND MEANS VP Member of Budget Committee; Plans fund raising events - the most important VP in Sisterhood. These funds make Sisterhood thrive; holds planning meeting at the beginning of the year; attends Executive and Board Meetings; oversees the following chairmanships:

NEW YEAR'S BOOKLET CHAIR Solicits ads, collects donations, and creates High Holiday Greeting booklet; attends Board meetings.

TRIBUTE CARDS CHAIR

Sends out monthly birthday/anniversary lists; sends out Tribute cards for all occasions; attends Board meetings; maintains all Tribute records and sends out bills every month.

ENTERTAINMENT BOOK CHAIR Purchases books from company; sells books on behalf of Sisterhood; attends Board meetings

INVITATIONS AND HIGH HOLIDAY GREETING CARDS CHAIR Keeps the Invitations & Greeting Card books for people to see; takes orders; sends orders to vendor; tracks orders; collects money from and delivers product to congregant; sends monies received to Treasurer; attends Board meetings.

02-02-2010

Sisterhood Board Nominations Wish List

My Name _____ **Current position** _____

Please indicate which positions you would be interested in and also list the names of friends you feel would fill other positions.

EXECUTIVE COMMITTEE – IN CAPITAL LETTERS

Board Position – Lower case letters

PRESIDENT _____

EXECUTIVE VICE PRESIDENT _____

FINANCIAL VICE PRESIDENT _____

TREASURER _____

ADMINISTRATIVE VICE PRESIDENT _____

Bereavement Chair/Lifeline Chair _____

Historian/Creative & Special Projects Chair _____

CATERING VICE PRESIDENT _____

Oneg Chair _____

Simcha Coordinator Chair _____

SECRETARY _____

COMMUNICATIONS VICE PRESIDENT _____

Publicity & Visual Tech Chair _____

EDUCATION VICE PRESIDENT _____

Jewish Family Living Chair _____

Judaica Gift Shop Chair _____

Liaison to ECE, Religious School, and Youth Chair _____

MEMBERSHIP VICE PRESIDENT _____

Welcome Chair _____

Retention & Acquisition Chair _____

Z'havah (Young Leadership) Chair _____

PROGRAM VICE PRESIDENT _____

Hostess _____

Social Action Chair _____

TORAH FUND VICE PRESIDENT _____

Torah Fund Special Gifts Chair _____

Torah Fund Cards Chair _____

WAYS AND MEANS VICE PRESIDENT _____

New Year's Booklet Chair _____

Tribute Cards Co-Chairs _____

Fundraising _____

Invitations & Cards Chair _____