

Overview of Board Positions and Responsibilities

The NCJW of Greater Kansas City board will meet monthly from September through May. Meetings last between 60 – 90 minutes. Meetings typically entail programming (current, upcoming, and ideas for future), updates from each committee chair(s), and voting on any issues before the board. Board members can volunteer to work on committees or head up programs. If you are unable to attend, you must let the President know prior to the meeting, and it is expected that you will read the minutes prior to the next meeting.

Elected directors/officers shall serve for a term of two years, or until a successor is installed. Serving on the general board is a 1-year commitment with the option to continue.

We also ask for all board members to donate to “Light Up A Life” our annual stay at home fundraiser.

Specific board roles:

President: Determines direction of organization and ensures everyone is focused on the same goals. Presides over the board and executive meetings for the Kansas City section. In addition, she creates the meeting agenda, assigns Vice President responsibilities, makes an annual report to section, signs legal documents, and is the official spokesperson for the section. Lastly, she oversees the Executive Assistant, Vice President, and committees.

Membership Chairs: Work to recruit new members and support existing members. Organize one membership event per year to attract new members, and at least one membership event (for all members) acknowledging new members during the preceding year. Organize and coordinate the annual membership renewal which includes writing/updating letters to both annual and lifetime members.

Fundraising Chairs: Responsible for raising sufficient funds for the work of the section and meeting the section’s financial obligations. Plan and direct fundraisers throughout the year with a special focus on the “Light Up A Life” campaign.

Community Service Chairs: Plan community service projects every month to advocate for different agencies in the community. Sometimes it is hand-on and sometimes we do collections (i.e. food for JFS, glasses for Lion’s Club, etc.). When possible, projects are open to families.

Secretary: Keeps a record of the proceedings of the meetings of the membership, Board of Directors, and the Executive Committee. Custodian of all reports of the President and Committee Chairs.

Treasurer: Custodian of all funds. Provides monthly financial statements to the board. In addition, the treasurer writes checks, reconciles bank and investment accounts, oversees deposit classifications made by the Executive Secretary, and works with auditors at year end. Our investment company and CPA firm oversee what the treasurer accomplishes.