



National Council of Jewish Women

NCJW Commissioners – Roles and Responsibilities

Appointed by the NCJW president, commissioners bring their knowledge and experience as section leaders to this next level of leadership within the organization. Their work with sections and their interactions with NCJW volunteers and staff provide many opportunities for leadership development, skill-building and personal growth.

Commissioners serve as an essential link between NCJW, Inc. and their assigned sections. Their primary role is to mentor, encourage and support the section leaders with whom they work. Through their frequent contacts with sections they learn vital information about the leadership (current and potential), financial health, organizational structure, concerns, accomplishments, programs, and interests of the sections. This information is shared, in turn, with NCJW headquarters. Commissioners also educate section leaders about NCJW programs and activities and assist the organization in providing more effective service to sections.

Responsibilities and Expectations:

- ▶ To have regular access to email and be willing to communicate through email with headquarters
- ▶ To work with section presidents/primary section leaders as described above and to monitor and share relevant information regarding the sections' activities, successes and challenges with headquarters in writing
- ▶ To submit timely email reports containing the above mentioned relevant section information to commissioner team leaders
- ▶ To make or get a minimum annual financial contribution of \$350 to NCJW
- ▶ To participate in commissioner conference calls
- ▶ To attend scheduled commissioner meetings whenever possible
- ▶ To understand and utilize the NCJW materials sent to you and act as an NCJW ambassador to section leaders and members
- ▶ To identify and develop potential section leaders
- ▶ To serve as an active member of work groups and/or committee as invited and assigned

The roles of individual commissioners may include:

- ▶ Working with sections or headquarters on specific activities
- ▶ Serving on an NCJW committee (e.g. for Convention) or helping to plan an aspect of an NCJW event
- ▶ Serving as a section visitor as a trainer or speaker
- ▶ Participating in solicitations for NCJW