



National Council of Jewish Women

COMMISSIONER ROLE AT A GLANCE

- ▶ **Understand what your role is.** Make sure the section leader understands as well.
- ▶ **View yourself as an NCJW leader.** You are! Speak from the “larger” perspective. Reinforce positive interaction between the section leader and NCJW.
- ▶ **Become familiar with your assigned sections.** Read the materials you’ve received. Ask to be put on section mailing lists to receive bulletins, board minutes, etc.
- ▶ **Housekeeping:** prepare a folder for NCJW materials, and a second one for section materials. Make sure you file your reports promptly. Remember that most of the materials you send and receive will be done electronically, so think about setting up files on your computer as well.
- ▶ **Know your materials before you make your call.** Touch base with your team leader if you have any questions.
- ▶ **Become familiar with the resources you can offer the section leader.** Guide the discussion by encouraging the section leader to utilize resources as alternatives for problem resolution.
- ▶ **Clarify issues. Focus the discussion.** Don’t take on the section’s problems and infer that you can solve sometimes insurmountable issues.