



Hadassah Southern California
COMMUNITY RELATIONS CHAIR
Job Description

- Help HSC achieve and exceed fundraising and membership goals set by National Hadassah.
- Be a current annual donor with a *minimum* gift of \$360.
- Support HSC President by serving as another “face” of Hadassah out in the community.
- Identify opportunities for potential partnerships with related organizations to support Hadassah’s work.
- Identify opportunities for promoting Hadassah in the greater community:
 - Tribute journals where significant HSC donors are being honored.
 - Tribute journals of significant community events.
 - Attend appropriate events and network with other organizations.



Hadassah Southern California **VICE PRESIDENT FINANCE** Job Description

- Help HSC achieve and exceed membership and fundraising goals set by National Hadassah
- Be a current annual donor with a *minimum* gift of \$360.
- Member of HSC Board and Executive Committee
- Ensure that the financial integrity and health of HSC is maintained by closely monitoring the flow of financial data in partnership with the Director of Finance.
- Liaison with National Treasurer when needed.
- Oversee monthly finance reports for HSC, areas and groups.
- Review and present finance reports to Executive Committee and Board.
- Review and evaluate expenses and sign checks.
- Approve disbursements.
- Review quarterly Revenue Share requests.
- Review Annual Financial Reports.
- Prepare and implement trainings for Area Finance Chairs and group treasurers.

Hadassah Southern California **PRESIDENT** Job Description

- Help HSC achieve and exceed fundraising and membership goals set by National Hadassah.
- Be a current annual donor with a *minimum* gift of \$360.
- Member of HSC Board and Executive Committee
- Continually evaluate leadership “health” of HSC.
- Represent HSC to the National Board and National Assembly
- Represent HSC to general and Jewish communities
- Escort visiting Hadassah dignitaries
- Help HSC achieve and exceed membership and fundraising goals set by National Hadassah.
- Lead HSC Missions to Israel
- Establish agendas and preside at Board Meetings and Executive Committee meetings
- Assign Board Portfolios with input from the nominating committee. (The president may choose up to three additional HSC Board members to bring additional talents and abilities to the Board.)
- Together with the Executive Committee, develop the Annual Plan/Budgets with input from the Board
- Authorize expenditures and sign checks
- Review and sign all contracts and, with the approval of the National Legal Department, when necessary.
- Mediate issues as needed
- Interpret Hadassah’s Mission Statement and Policy Positions to members and donors
- Visit and speak to Hadassah groups regarding HSC and Hadassah projects.



Hadassah Southern California
JEWISH EDUCATION CHAIR
Job Description

- Help HSC achieve and exceed membership and fundraising goals set by National Hadassah.
- Be a current annual donor with a *minimum* gift of \$360.
- Become acquainted with Hadassah's education materials and share them with area Education Chairs.
- Encourage the participation of HSC members in National Education programs and workshops.
- Promote study groups in each area/group using materials approved by Hadassah.
- Give short education presentations at each Board meeting.
- Promote holding Hadassah Shabbats throughout HSC to Area Presidents.
- Promote Book Clubs/Book & Author events, etc.



Hadassah Southern California
KALEIDOSCOPE CHAIR
Job Description

- Help HSC achieve and exceed fundraising and membership goals set by National Hadassah.
- Be a current annual donor with a *minimum* gift of \$360.
- Work with staff partner to:
 - Develop a publication schedule.
 - Discuss content priorities.
 - Reach out to staff and leadership for content.
 - Encourage volunteer writer participation.
 - Keep abreast of Hadassah accomplishments, projects and programs.
 - Manage lay out and editorial content.



Hadassah Southern California
VICE PRESIDENT LEADERSHIP
Job Description

- Help HSC achieve and exceed fundraising and membership goals set by National Hadassah.
- Be a current annual donor with a *minimum* gift of \$360.
- Member of HSC Board and Executive Committee
- Continually evaluate leadership “health” of HSC.
- Review Board job descriptions.
- Schedule team meeting(s) in person or by conference call.
- Oversee leadership training for all levels of leadership such as HSC Board, Area Portfolio Teams, Group Presidents and Group Boards.
- Establish a team of “trainers.”
- Plan Board Retreat for upcoming year.
- Plan leadership training portion of HSC’s Conferences and Board meetings.
- In conjunction with Area Presidents, identify, recruit, and train emerging leaders.
- Encourage participation in National Conventions and Leadership Trainings.



Hadassah Southern California
VICE PRESIDENT MAJOR GIFTS
Job Description

- Help HSC achieve and exceed fundraising and membership goals set by National Hadassah.
- Be a current annual donor with a *minimum* gift of \$360.
- Member of HSC Board and Executive Committee
- Work in partnership with HSC Development Director
- Develop HSC major gifts activities such as cultivation events, parlor meetings, galas, etc.
- Form/work with major gifts teams in each area whose role is to identify, cultivate and solicit new major donors.
- Oversee the stewardship of existing donors by following up on gifts and acknowledging giving.
- Develop a fundraising team and manage team activities and meetings.



Hadassah Southern California
MARKETING/COMMUNICATIONS CHAIR
Job Description

- Help HSC achieve and exceed membership and fundraising goals set by National Hadassah.
- Be a current annual donor with a *minimum* gift of \$360.
- In coalition with other Board members and staff, utilize Social Media, the HSC website and e-blasts to inform our membership of our programs, initiatives and activities.
- Elevate the image of Hadassah by informing the community of our programs, initiatives, and activities.
- Provide Hadassah information to local Jewish newspapers and other media.
- Create a Marketing Plan in conjunction with the goals set by National Hadassah.
- Work with National marketing team to develop marketing trainings for HSC members/leaders.



Hadassah Southern California **VICE PRESIDENT MEMBERSHIP** Job Description

- Help HSC achieve and exceed fundraising and membership goals set by National Hadassah.
- Be a current annual donor with a *minimum* gift of \$360.
- Member of HSC Board and Executive Committee
- Assign Area membership goals and support membership efforts.
- Provide information on National and local membership procedures, policies, initiative and campaigns.
- Provide guidance and motivation to Area Membership Chairs/Vice Presidents to help them succeed in their positions.
- Develop relationship with Area Membership Chairs and hold regular conference calls which are open to Group Membership Chairs/ Vice Presidents. The purposes of the calls are to promote new membership enrollment and membership events, as well as introducing new initiatives.
- Attend 1-2 Presidents/Portfolio Team meetings in each area during your term.
- Act as a resource for membership trainings and activities.
- Support areas in identifying new locations and new people ready for future development, and support struggling groups.



Hadassah Southern California
PLANNED GIVING CHAIR
Job Description

- Help HSC achieve and exceed fundraising and membership goals set by National Hadassah.
- Be a current annual donor with a *minimum* gift of \$360.
- Serve as a resource to Area leaders and provide information on planned giving opportunities.
- Work in conjunction with HSC Staff partner and National Planned Giving team to facilitate activity throughout HSC.
- Visit Area portfolio teams throughout southern California to promote wills, bequests, annuities, and all planned giving offerings.
- Serve as a resource to local Development staff members for prospective planned giving donors.



Hadassah Southern California
SPECIAL PROJECTS CHAIR
Job Description

- Help HSC achieve Annual Plan goals through work on special projects.
- Be a current annual donor with a *minimum* gift of \$360.
- Attend six HSC Board meetings annually and additional meetings related to portfolio
- Vote on various topics presented at board meetings and conferences
- Work in partnership with HSC President and HSC Executive Director to plan Spring Conference and Winter Conference.
 - Work with HSC President and HSC Executive Director to select venue
 - Develop program in conjunction with HSC President and HSC Executive Director
 - Assist with booking speakers that will be of general interest to the larger majority of guests
 - Engage volunteers to help when needed
 - Serve as emcee, together with HSC President
 - Work closely with HSC Executive Director on event logistics
 - Assist in promoting conference in local Area and throughout HSC
- Duties as needed, for projects that arise



Hadassah Southern California
WOMENS HEALTH CHAIR
Job Description

- Help HSC achieve and exceed membership and fundraising goals set by National Hadassah.
- Be a current annual donor with a *minimum* gift of \$360.
- Provide substantive educational information on exercise, nutrition, prevention and early detection of diseases that affect women.
- Provide updates on current medical research being done at the Medical Hadassah Center.
- Encourage groups and areas to plan health-related programs.
- Act as a resource to areas and groups planning Health related programs.
- Network with Health professional and Nurses Councils.



Hadassah Southern California
YOUNG LEADERS CHAIR
Job Description

- Help HSC achieve and exceed fundraising and membership goals set by National Hadassah.
- Be a current annual donor with a *minimum* gift of \$360.
- Help HSC achieve Annual Plan goals through work on projects related to engaging women age 35 - 59.
- Act as a resource to Area leadership, to:
 - Develop young women's activity
 - Strengthen current young women's groups, develop new young women's groups
- Engage with National's leadership to develop EVOLVE activity in Hadassah Southern California.
- Participate on the HSC Think Tank to develop a strategic plan to engage young women.



Hadassah Southern California
**ADVOCACY/AMERICAN AFFAIRS/
PUBLIC POLICY CHAIR**
Job Description

- Help HSC achieve and exceed membership and fundraising goals set by National Hadassah.
- Be a current annual donor with a *minimum* gift of \$360.
- Inform Hadassah membership and the community at large about the position Hadassah supports on important issues and distribute policy statements passed by the National Board.
- Form coalitions and participate in community-wide events in order to promote Hadassah.
- Join with other organizations in the area to develop programs from which both/all organizations will benefit.
- Encourage our members to participate in the democratic process. (non-partisan)
- Encourage our members to participate in JPAC's Advocacy Day, and serve as main contact for conference.
- Encourage Area offices to hold Day in the District programs.
- Provide support and training for Day in the District programs.
- Encourage other organizations to invite HSC leaders to speak.
- Develop a contact list of leaders in the area and forward Hadassah Action Alerts and other important information to them.
- Provide current update regarding advocacy to HSC members including group bulletin chairs.



Hadassah Southern California
ANNUAL GIVING CHAIR
Job Description

- Help HSC achieve and exceed fundraising and membership goals set by National Hadassah
- Be a current annual donor with a *minimum* gift of \$360.
- Promote National fundraising initiatives by forming an HSC-wide Team with representation from all the areas. Members serving on the team shall be Keeper of the Gate, Silver Chai Society or Chai Society chairs.
- Work in partnership with HSC staff person designated as the Annual Giving partner.
- Act as a resource to Area Annual Giving Chairs
- Develop new annual giving team members and solicitors by organizing training sessions.