

**2008-2009
TBE Sisterhood/ WRJ Board
Organizational Chart**

- Past President:**
- Chairs Nominating Committee
 - Chairs Awards Committee
 - Assists President

- Gift Shop- Amy Paberzs**
- Administration
 - Apples & Honey
 - Chanukah Bazaar
 - Purim Bazaar
 - B'nai Mitzvot Gifts
 - Publicity for Gift Shop

**President
Hillary Handwerker**

Fundraising

**Historian
Alida Silverman**

**VP Administration
Sally Brieloff and
Susan Wagner**

- Assist President as needed
- Maintain Board e-mail list
- Maintain record of Board "Job" descriptions
- WRJ updates to local membership
- TBE S'hood info to WRJ District
- Retreat
- *Publicity- Sassa Akervall*
- *Board Installation Event- Pat McCune*

**VP Community
Service
Helaine Reid**

- *Special Services (Motts Children's Hospital; Ronald McDonald House)- Marilyn Jeffs and Janine Chey*
- *New Year's Card- Eileen Pritzker*
- *Purim Activities- Lisa Levinsohn, Caryn Stairs*
- *Sisterhood Shabbat- Susan Harris*
- *Mitzvah Day- Judith Rose*
- *College Connections- Noreen DeYoung.*
- *Break the Fast- Lori Shepard*
- *Busy Women's Lunch/Dinner- Shirley Harkless*
- *Coordinate 3 Onegs per year*
- *SAC- Judith Rose*
- *SPA for the Soul*
- *Ushering for B'hood*

**VP Membership
Janice Tainsh**

- Membership Events (Teas; Phon-a-thon)
- Maintain Database
- Brochure and distribution
- *Welcoming Brunch (with Programming)- Jenny Hackel*
- Tax letters, acknowledgements

**VP Programming
Shoshana Mandel-
Warner**

- *D.A.M.E.S.- Jenny Hackel*
- *Sweet Beginnings- Elizabeth Sikkenga and Janine Chey*
- *B'nai Mitzvah workshop- Michelle Freund (Nuts N Bolts)*
- *Welcoming Brunch (with Membership)- Jenny Hackel*
- *Mah Jongg- Hillary Handwerker*
- Hochma, Health Day, Making Up with Mom, Sweet Intros
- *Lillith- Jenny Hackel*

**Treasurer
Jennie Lieberman**

- Plan annual budget for approval by Board
- Reimburse Expenses
- Remit national and district dues
- Purchases as appropriate

**Corresponding
Secretary
Emily Miller**

- Uniongrams / notes to members on various occasions

**Recording Secretary
Ava Adler**

- Takes minutes at monthly Board meetings & Board Retreat
- Distributes same
- Provides Sign-in Sheets