



The World Congress of GLBT Jews  
קשת גאווה  
Keshet Ga'avah

### **Eligibility requirements, open positions and duties of each position for 2021-2022 Steering Committee**

Officers must be either a member of a member organization or an individual member (in good standing) of the World Congress at the time of their election. Please send nominee information to past president [Howard Solomon](#), Nomination Committee Chairperson at [nominations@gltjews.org](mailto:nominations@gltjews.org) no later than **January 5, 2021** and include name, email address, phone number and a short narrative about qualifications/interest to serve.

#### **Available Positions and Key Responsibilities**

##### **President, 2-year term - The Duties of the President are:**

- In the absence of an Executive Director, to serve as the Executive Director and official representative of the World Congress
- To call and preside over the annual meeting and all other meetings of the Steering Committee and/or Board of Directors
- To facilitate communications among members of the Board including official polling of its membership for policy decisions
- To assign responsibilities and tasks as required or appropriate
- To sign all legal documents pertaining to the World Congress
- To represent the general interests of the World Congress
- If he or she is not the Director from his or her Member organization, he or she will serve as a Board Director at large, voting only when that vote is needed to break a tie
- To perform all duties incumbent on the office of the President
- To form committees as needed to assist in performing these functions

##### **Vice President, 2-year term - The Duties of the Vice President are:**

- To perform all functions as shall from time to time be assigned by the President.
- In the absence of the President, to perform all the duties incumbent on the office of President.
- To perform all other duties as shall from time to time be assigned by the Board.

##### **Secretary, 1-year term - The Duties of the Secretary are:**

- To attend, record, and keep the minutes of all meetings
- To keep all official documents of the Board
- To keep a current roster of all member organizations and individual members and their contact information
- To maintain a common repository available to all Steering Committee members of documents to include a current membership list, by-laws, policies, and procedures
- To maintain the annual calendar

**Officers-at-Large, *one 1-year and one 2-year term*- The Duties of the Officers-at-Large are:**

- To serve on the Steering Committee and perform the appropriate functions thereof and other duties as directed by the President