

Women of Reform Judaism Northeast District

LINK

LEADERS INFORMATION NETWORK FOR KNOWLEDGE

Dear _____,

The Northeast District is delighted to provide your Sisterhood with a *LINK* speaker. We feel confident that you will have an interesting and successful program.

The information for your *LINK* presentation appears on the enclosed Request Form that includes the name and telephone number of your *LINK* speaker. Your *LINK* request has been filled with a qualified District leader. Please understand that due to scheduling conflicts and a limited travel budget, we cannot always satisfy specific requests. Much thought has gone into your assignment. We are sure that your speaker will fulfill your needs.

Here are some suggestions for making your *LINK* program a success. If the District *LINK* chairperson can be of additional help before your speaking engagement, feel free to contact her. Her name and telephone number will appear on the bottom of this letter.

The guidelines for using the *LINK* program are as follows:

A. When you receive your *LINK* assignment:

- Be sure to verify that the date, time and type of presentation are accurate.
- Please call or email your speaker promptly and

1. Identify your needs and expectations.

- What do you want your sisterhood to get out of your *LINK* presentation?
- Do you have any problems or situations that you hope to resolve?
- Are you interested in providing certain information to your Sisterhood?
- Make sure to communicate the answers to these questions and other pertinent information to your *LINK* speaker.

2. Define your goals.

- What do you want your *LINK* speaker to accomplish? Share this with her during your very first conversation.
- Remember, Northeast District is here to guide your Sisterhood and to provide information about the purpose and projects of the Women of Reform Judaism.

3. Brainstorm with your *LINK* speaker.

- Share information concerning your group's social dynamics and personalities that might come into play.
- Prepare your *LINK* speaker adequately and take advantage of her expertise.

4. Supply the appropriate tools

- Your *LINK* speaker will tell you what tools she needs (lectern, chalkboard, flip chart, computer hook-up with projector, etc.)
- Let her know if you cannot fulfill any of her requests so that she will be prepared.

5. Make sure your speaker will have the group's undivided attention:

- It is best that no other activity take place during the presentation.
- Let your Sisterhood know how important your *LINK* activity is by scheduling a specific time for it.

6. Allow ample time

- Agree on a length of time for the presentation in advance and stick with it.
- Start your meeting or service promptly and make sure the prior program does not run late.
- Give *LINK* a special time of its own. You will be glad you did.
- If your *LINK* speaker is traveling a distance, please arrange for and offer her home hospitality.
- Ask what supplies your speaker requires and arrange to provide them.

B. The day of your *LINK* program:

- If your speaker is arriving by public transportation, arrange to meet her and provide transportation to the meeting; arrange for her return trip as well.
- If you have a daytime meeting, do offer your speaker lunch.
- For an evening meeting, it is advisable to place your *LINK* speaker at the beginning of the agenda. An invitation to dinner is a lovely and most appreciated gesture.
- Allow sufficient time for your speaker's presentation.
- Sit back, relax and enjoy!
 - Let your *LINK* speaker take over.
 - With such thorough preparation, we're sure your program will be a huge success.

C. Following your *LINK* Program:

- A letter of thanks is always appreciated.
- Fill out the Evaluation Form sent to you by the *LINK* Chairperson and return it promptly.
 1. It helps your District with future placements.
 2. It provides feedback on our programs
 3. It allows us to keep in touch.

- It is customary to send a small contribution to one of the District's voluntary funds (Jane Evans/Sisterhood Service Fund or the Glauber/Levensohn Fund) in honor of your speaker, as a token of appreciation.

D. Each Sisterhood in Northeast District is entitled to a *LINK* speaker, without expense to the Sisterhood, once every two years or more frequently if needed. We look forward to servicing you again in the near future.

EFFECTIVE WAYS TO SERVICE SISTERHOODS

Whenever possible, thank the local Sisterhood President for doing God's work. Thank her for the moral and ethical responsibility she has taken on. Remind her that she holds a prestigious position not only in her Sisterhood, but also in her Temple. The following are district services offered to our local Sisterhoods.

1. Speakers
2. Leadership training
3. Link to WRJ information
4. Sounding board
5. Membership support
6. Biennial
Convention
7. Newsletters
8. Retreat
9. Programming ideas
10. Mentoring
11. Promoting study

TRAINING IDEAS FOR NORTHEAST DISTRICT BOARD

1. Understanding relationship between WRJ, the District and local sisterhoods
2. Writing a D'var Torah
3. Writing a sermon for Sisterhood Sabbath
4. Writing an Installation Service
5. Leading a Board orientation
6. Thinking out of the box
7. Self-evaluating
8. Other