



## **JPRO CHICAGO STEERING COMMITTEE**

### **Job Description**

#### **Mission:**

The mission of JPRO Chicago is to support individual career growth and the collective growth of our community by serving as a central resource for professional development. JPRO Chicago will connect Chicago's Jewish communal professionals to each other, provide training and leadership development opportunities, inspire and strengthen individuals and their organizations, and empower professionals to make a difference in our community.

#### **Vision:**

JPRO Chicago strives to provide all Chicago professionals who work at and with Jewish organizations the ability to access information and opportunities that will help advance their personal and professional growth.

#### **Core Values:**

- Customer Focused
- Respect & Integrity
- Growth & Innovation
- Continuous Improvement
- Passion

#### **Purpose:**

The Steering Committee participates in the leadership of JPRO Chicago and plans, coordinates, and carries out JPRO Chicago activities aimed at furthering the goals of the organization. It is comprised of volunteers from various Chicago Jewish communal organizations who actively support the JPRO Chicago mission and are committed to helping set the strategic direction for the initiative; ensure progress; act as advocates, champions, and ambassadors of the organization; and further its goals.

#### **Time Commitment:**

- 4-6 full Steering Committee meetings per year plus voluntary ad hoc and subcommittee work.
- Other responsibilities as outlined.

#### **Role of Steering Committee Members:**

- Participate in Steering Committee meetings.
- Participate in planning, coordinating, and carrying out activities of JPRO Chicago.
- Gain and share knowledge about professional development and training opportunities happening in the community.
- Contribute personal knowledge and experience.

- Serve as a liaison between JPRO Chicago and their own organization as well as JPRO Chicago and the larger Chicago Jewish community.
- Publicize and advocate the work of JPRO Chicago in the Chicago Jewish community
- Provide input and feedback from the Chicago Jewish community to JPRO Chicago.
- Share information with peers who are not on the Steering Committee and gather ideas, comments, and opinions from them to inform the work of the Committee.
- Provide effective leadership to JPRO Chicago.
- Maintain a clear focus on the vision and mission of the organization and work actively on its behalf.

### **Individual Member Responsibilities:**

Individual member responsibilities may change from time to time as the organization evolves and the Committee identifies new needs.

- Provide suggestions for and recruit members for an annual event committee and any ad hoc or subcommittees.
- Attend at least two JPRO programs each year.
- Market JPRO programs and resources to their colleagues and networks.
- Facilitate coffee meet-ups with those interested in getting involved and learning more about JPRO.
- On a quarterly basis, interview at least two individuals working in Jewish organizations to understand their needs as it pertains to JPRO Chicago.
- On an annual basis, connect with at least two organizations that provide professional development and training opportunities.
- Solicit ongoing feedback from the community to help shape the direction of the organization.
- Recommend relevant articles, research, and information to post to JPRO Chicago's website, newsletter, and various social media networks.

### **Composition:**

The Steering Committee is designed to bring together diverse stakeholders who will work together in a shared leadership setting. Members will represent diverse organizations, backgrounds, positions, and geographic areas of our Chicago Jewish community and will jointly represent our community in this work.

### **Member Expectations:**

Steering Committee members are expected to be active leaders and participants in JPRO Chicago initiatives, including regular attendance at Steering Committee meetings and voluntary ad hoc and subcommittee work. Committee members are also expected to fulfill the roles and responsibilities outlined in this document. If a member is unable to fulfill his/her responsibilities, including regular attendance at meetings, then s/he is subject to removal.