

# Executive Board Election Packet



*Please be sure to read all documents carefully and fill out all forms completely*

Includes:

- Prerequisites for holding an Executive Board position
- Executive Board members responsibilities and expectations
- Descriptions and additional responsibilities of each individual office
- Campaign procedure
- MUSY Executive Board application
- Parental permission

Congregation Beth Israel Ner Tamid  
6880 N. Green Bay Ave.  
Glendale, WI 53209



## **PREREQUISITES FOR EXECUTIVE BOARD POSITIONS:**

### **In order to run for a position, you must fulfill the following requirements:**

- Be a member in good standing of MUSY during the 5780 (2019-2020) calendar year.
- Have appropriate attire and proper conduct at all USY functions and elsewhere. This includes no use of drugs, smoking/vaping, alcohol or any other infringement of any other USY rules and regulations.
- Candidates must have their parent(s) permission in order to hold an office.
- May be a member of any other Jewish youth organization, but may not hold an office on their Executive Board. They may, however, serve on a committee or co-chair an event.

## **BOARD MEMBERS RESPONSIBILITIES and EXPECTATIONS**

In striving toward building a strong chapter of USY, our MUSY Board is comprised of dedicated teen leaders. Therefore, we must hold to certain expectations so as to serve as a dugmah (good example) for other USYers. The following requirements were created for anyone choosing to serve on the MUSY Executive Board. Certain exceptions may be made if given permission by the Youth Director and Chapter President.

### **Responsibilities of an elected MUSY Executive Board Member:**

- Executive Board members must be able to devote an adequate amount of time to their position to achieve success. Duties may include, and are not limited to, program/event planning, making phone calls, office type work, preparation of programs/events, outreach, etc.
- Attend most MUSY programming. We are adamant about family and academics always coming first, but all Executive Board members are to consider USY a high priority and important part of their lives. Frequent or unexcused absences may result in removal from the Executive Board.
- Be a dugmah to the community, synagogue and chapter by attending Shabbat services, participating in synagogue wide events, and actively participating in MUSY programs.
- Encourage potential members to join and continually network for the sake of growing the chapter's membership. Similarly, all Board members must be welcoming to all new and perspective members.
- Executive Board members must attend all scheduled board meetings unless excused by the Chapter President and the Youth Director prior to the meeting. You are responsible for contacting the President following the meeting to find out what you missed.
- Attendance at CHUSY region programs and conventions shows the strength of our chapter. It is strongly encouraged that an Executive Board member attends as many regional programs as possible. They are wonderful experiences that include socializing, learning, and prayer. Exclusion from this requirement can only be made by the Youth Director.
- Check e-mail, the chapter's Facebook page, and your phone every day. You must respond to messages promptly. Please take exception from this rule during Shabbat.
- Keep good lines of communication and respond in a prompt manner to any requests from the Youth Director.
- The Executive Board must work together as a team with a good attitude and a non-hostile environment. Respect must be shown to all members of the group.
- Executive Board members must uphold ALL tasks specific to their positions. Positions can be discussed and altered with the Youth Director's approval.

## **DESCRIPTIONS and RESPONSIBILITIES of EACH INDIVIDUAL OFFICE**

### **President (10-12 grade):**

- Shall serve as the head of the chapter and presiding officer of MUSY and serve as the chapter's principal liaison to the Region.
- To preside over and create an agenda for all MUSY Board meetings. If the President can not attend, the meeting must be postponed to a new date within 10 days of the original meeting.
- Shall serve as an official representative of MUSY to the CHUSY Region and International USY, attending every major Regional Program unless excused by the Youth Director.
- Is responsible for overseeing all Executive and General Board members, committee and program chairpersons, ensuring that they accept responsibility and follow through with their commitments.
- Assisting in coming up with programming ideas and help with the planning and running of programs.
- Shall report any required information to the Youth Director in a timely manner.
- To submit reports to the Region, when asked, in a timely manner.
- Ensuring that all rules and policies of the Chapter, the Region, and the International organization of USY are enforced within the chapter.

### **Executive Vice President/Israel Affairs (9-12 grade):**

- To be the chief assistant to the Chapter President in administration, planning, enforcing the rules of USY, and all other aspects of the chapter.
- Will serve as President in the President's absence.
- Shall be responsible for the implementation of any initiatives, projects, and trips.
- Shall encourage attendance at all Regional events.
- To initiate a chapter program specific to Israel that may include Israeli history, culture, current events, etc. May also incorporate Israel into chapter events, meetings, or on social media by presenting an Israel update or learning opportunity.
- To publicize USY Summer programs.

### **Religion/Education Vice President (9-12 grade):**

- Shall be responsible for religious aspects of programs (Havdallah, D'var Torah, etc).
- Oversee any program that includes Shabbat and Jewish holidays.
- To coordinate all USY religious services, including finding participants. This includes contact/communication with the Rabbi and Hazzan if the service is combined with the general congregation.
- Responsible for all ritual needs of the chapter.
- Shall promote awareness of Jewish customs and practices.
- Must coordinate at least one USY led Shabbat service or holiday program.
- Shall plan at least one religious/education program during the year or integrate religious/educational programming into chapter events or meetings.

### **Membership/Kadima Vice President (9-12 grade):**

- Shall be responsible for all membership retention and outreach campaigns. This includes memberships to those outside of the Synagogue who wish to be involved with a Conservative Jewish organization.
- Must create a membership goal for upcoming year.
- Update Executive Board at meetings in regards to membership (numbers, strategies, successes & challenges).
- Shall work with Executive Board to increase membership and to engage current members of MUSY.
- Come up with new ways to increase yearly membership.
- Must work with, utilize, and oversee the Freshman Representative if that position is filled.
- Distribute membership forms to USY and Kadima members at the beginning of the year, and follow up on any potential new members to ensure they turn forms in.

- To see that all potential USYers receive a phone call from a USYer inviting them to activities and programs.
- Welcome new members.
- Attend as many Kadima activities as possible.
- Serve as a liaison and build a strong relationship with all 8<sup>th</sup> grade Kadimaniks.
- Work with Youth Director to encourage success at Kadima and Ruach events.
- Shall plan at least one membership-driven program. Can be in conjunction with another program.
- Help plan an activity with USY and 8<sup>th</sup> grade Kadimaniks in December/January.

**Social Action/Tikkun Olam Vice President (9-12 grade):**

- Must create a Tikkun Olam goal for the upcoming year and track progress throughout the year.
- Needs to give a brief report at all Executive Board meetings.
- Coordinate and oversee committees relating to social action programs.
- Shall oversee all fundraisers throughout the year.
- Initiate and organize programs that help the chapter raise money for various charities and the regional charity.
- Shall be responsible for the execution of all Social Action and Tikkun Olam aspects of programs (collecting money, promoting awareness, etc).
- Shall educate USYers about volunteering and other social action opportunities.
- Shall plan at least one SA/TO program during the year. Can be in conjunction with another program.
- Initiate and organize social action programs that reach out to the community. This can be a collection of some type or volunteering time. An example would be working with the Green Team at CBINT.

**Communications Vice President (9-12 grade):**

- Must attend every Executive Board meeting to take minutes and keep them in a neat and orderly fashion, either hand written or typed on computer. All notes must be turned in at the end of the year.
- Develop and oversee a phone chain if needed.
- Shall update the MUSY Facebook page with relevant and current information, with assistance from Board members, program chairs, and the Youth Director.
- Shall create flyers, PDF's, Facebook posts, texts, videos, Twitter posts, etc. to publicize MUSY programming and memberships.
- In charge of program/event reminders.
- Shall coordinate the phone and e-mail list distribution and maintenance with the Mem/Kad VP.
- Shall be responsible for ensuring that pictures are taken at every chapter program and a sampling is submitted to the President for creating reports to the Region.
- Shall be responsible for submitting articles to Regional and International USY newsletters if requested. May work on this with the President.

**Freshman Representative (9<sup>th</sup> grade):**

- Needs to work with and be in communication with the Membership/Kadima Vice President.
- In charge of calling freshmen on the phone chain.
- In charge of encouraging freshmen to join the Chapter.
- Must encourage freshmen to attend all Chapter and Regional programs.

**Past President Responsibilities:**

- Any past President of MUSY, who is still a member of the chapter, shall be a full member of the Executive Board and shall support the new President and serve as an advisor to him/her in any capacity that the President shall request.

**CAMPAIGN PROCEDURE**

1. FORMS: The candidacy form is due no later than **May 28, 2019**. It should be returned to the Youth Director via e-mail, snail mail, or dropped off at the synagogue and put into the Youth Director’s mail slot.

2. ELECTIONS: Will only occur if there are multiple candidates for each position.

3. SPEECHES: All candidates shall present a short, yet concise, speech to be considered for election. Speeches will be given at MUSY Elections on announced date. Installation of elected officers will be held on a specified date after elections.

- |  |   |
|--|---|
| President-5 minutes                    | Executive Vice President/Israel Affairs-3 minutes |
| Religion/Education VP-3 minutes        | Membership/Kadima VP-3 minutes                    |
| Social Action/Tikkun Olam VP-3 minutes | Communications VP-3 minutes                       |
| Freshman Representative-3 minutes      |   |

4. DROP DOWNS: In the event that you are not voted onto the MUSY Executive Board, you may drop down and run for one additional position. This is optional, but must be noted on this form. No drop downs may be added the day of elections unless the position is open (meaning no one has run for that position). Candidates must have a speech prepared for their second choice in case a drop down situation occurs.

5. In completing this form, you are not only listing your personal qualifications, but you are also agreeing to devote a minimum of one year active service to our chapter, MUSY. Before you complete this application, remember what you are applying for. If you are elected, you are giving your word that you will fulfill all job requirements to the best of your ability.

**MUSY EXECUTIVE BOARD CANDIDACY FORM 2019-2020/5780**

Name: \_\_\_\_\_ Incoming grade: \_\_\_\_\_ DOB: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The position I would like to run for: \_\_\_\_\_

2<sup>nd</sup> position (if I don't get the first): \_\_\_\_\_

1. What positions, if any, have you held for MUSY or CHUSY Region USY and which Regional or International USY programs have you participated in? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What role has USY played in your life/what importance does USY hold for you?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Why are you qualified for the position that you are running for and what are your goals as a MUSY Executive Board member for this particular position?

---

---

---

---

4. Please list any additional commitments you may have, such as extra curricular school activities, volunteer work, or jobs you have that may cause conflicts in attending programs, meetings, or conventions? Include the days and times if you have that information.

---

---

---

If elected, I agree to uphold the standards expected of a MUSY Executive Board Member, as stated in the EXECUTIVE BOARD MEMBER RESPONSIBILITIES list. I have read the office requirements and will execute all responsibilities of the office to the best of my ability. In addition, I am aware of the time commitment involved, and understand what is expected of me. **After schoolwork and family obligations, I will make USY the priority in my schedule for 2019-2020, 5780.**

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENTS: DO NOT SIGN UNTIL YOU HAVE READ THE JOB QUALIFICATIONS!**

I hereby give permission for my son/daughter to participate in the Executive Board elections of Milwaukee's Chapter of USY (MUSY). I have read the attached qualifications and responsibilities, and understand that if my child is elected, he/she will be expected to uphold such standards and duties. In addition, I fully understand the time commitment expected of my child, and fully support his/her candidacy. I will openly discuss any concerns directly with the Youth Director, shall any arise. Furthermore, I authorize my son/daughter to be in communication with the Youth Director through his/her e-mail, texting, phone calls, and the chapter's facebook page.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to the Youth Director via mail, email, or drop off in her mailbox at the synagogue:**

**Debbie Intravaia  
2715 North Ave.  
Sheboygan, WI 53083**