

Requirements and responsibilities of Adath USY Board members

Religiously and in synagogue:

- Attend services, SMP or a Saturday morning program three times monthly, two of which must be on Shabbat
- Work towards furthering one's Jewish observance: i.e., if you do not presently keep kosher, make an effort to keep kosher when out; or you keep kosher at home but not out, work at keeping kosher outside of your home; you may also expand on your commitment to prayer and synagogue by attending Minyan
- Present Kadima memberships to Bar/Bat Mitzvah students on Shabbat (each board member will present 3-4 throughout the year on a rotational basis).
- Board members are expected to conduct themselves in an ethical manner in and out of USY: i.e., cheating in school, drug and alcohol use, smoking, truancy from school, etc...is unacceptable
- Meet with Youth director 2-3 times per year for position review.

Chapter/Regional duties/expectations:

- Attend all USY functions, chapter and regional, on time
- Represent Adath at at least 2 regional conventions (not including LTI)
- Help in programming by setting up, leading ruach, working with leaders to implement programming, and cleaning up; be the first to arrive, the last to leave
- Oversee and work with all committees assigned under your position
- Plan and run 2-4 programs during the year -- ideally with the help of other chapter members
- Participate in the USY Play (in cast, tech crew, or on various committees; if not in cast, approval of youth director needed)
- Participate in annual Purim Carnival
- Attend all chapter board meetings (approximately one every 2-3 weeks) unless excused by youth Director (with 24 hours notice)

Adath USY Executive Board Positions

President's Responsibilities

- Oversee all chapter officers and their functions
- Submit Chapter forms to the Region
- Spokesperson of the chapter, acting as liaison between the chapter and other synagogue or community organizations
- Send updates to Chapter via email, facebook or other popular means of communication to inform everyone of upcoming activities
- Policy creator, along with the board, Youth Director, chapter, and Youth Commission
- Attend Youth Commission meetings
- Lead chapter delegation at Kinnus and all other regional events
- Oversee CMT committee
- Overseer of Adath sponsored Regional events
- Do your calling lists!

Israel Affairs Vice President Responsibilities

- Oversee and work with Israel CGB committee
- Plan and organize Israel awareness programming
- Recruit for USY on Wheels, USY Israel Pilgrimage, USY High & Nativ
- Inform Chapter of important Israeli current events at chapter programs
- Recruit for HeCalutzim Israel Club
- Do your calling lists!

Religion/Education Vice President's Responsibilities

- Oversee and work with CGB Rel/Ed Committee
- Plan and implement USY Family Shabbat events (minimum of one per year)
- Organize all religious and educational programming (every four to six weeks) i.e. Lunch and Learns, holiday observance, etc
- Organize Adath involvement in services at chapter and Regional events
- Recruit Heschel members and maintain or grow enrollment
- Help to organize the Teen Purim service
- Do your calling lists!

Social Action/Tikun Olam Vice President's Responsibilities

- Oversee SATO CGB committee
- Coordinate social action projects
- Coordinate tikun olam fundraisers
- Oversee the allocation of funds process with the Executive Board

- Promote volunteer projects to chapter
- Organize volunteer projects with the chapter
- Attend as many volunteer projects with the chapter as possible
- Do your calling lists!

Membership Vice President's Responsibilities

- Oversee and work with CGB Membership committee
- Help to activate new members, involve and retain old members
- Plan membership programs
- Oversee Freshman and Senior rep positions
- Oversee Adath Sports Manager
- Do your calling lists!

Maccima Vice President's Responsibilities

- Oversee and work with Kadima CGB committee
- Act as a liaison between USY, Kadima, and Maccabees
- Recruit Kadima members
- Attend all Kadima and Maccabee planning meetings and programs
- Oversee Kadima planning committee
- Oversee annual Wake Up Breakfast
- Staff Kadima Kinnus (if old enough- USY Regional policy states that one must be 16 years of age before the convention begins to attend as a USYer)
- Do your calling list!

Communications Vice President's Responsibilities

- Oversee Public Relations CGB position
- Design and collate "The Duckbill", our monthly newsletter
- Update USY bulletin board and calendar in youth lounge and main entrance kiosk
- Market programming and conventions via email, or other social networking sites
- Coordinate and oversee USY Web Site
- Oversee the calling list: distribution/break down of list, follow-up on how callings are going and monitor and adjust the list accordingly
- Create facebook events and send reminders for each program
- Do your calling lists!

Secretary's Responsibilities

- Oversee and work with CGB scrapbook committee
- Take minutes at every Board meeting
- Take pictures at all programs and conventions
- Organize and create chapter scrapbook and all photographs
- Send thank you notes to special guests for certain occasions
- Send birthday cards to all members of Adath USY
- Do your calling lists!

Treasurer's Responsibilities

- Oversee and work with Treasurer CGB
- Oversee and work with Purim CGB
- Collect money at each program
- Oversee the annual Purim Carnival
- Establish a minimum of one fundraiser aside from the Purim carnival and the play for Adath USY
- Assist in Play ad book sales (work with Youth Director)
- Do your calling lists!

Executive Vice President's Responsibilities

****note* this is an additional position that will be added on to one board member's position, and will be determined after elections***

- Step in for President when President is unable to be at a function
- Oversee chapter programming, working closely with the programming CGB committee
- Oversee the evaluation process, turning in the appropriate forms to the Regional V.P. (end of year information)
- Maintain a variety of programs