

April 2009
Nissan 5769

Shalom USYers,

As members of Adath USY you are eligible to run for an Executive Board position. As an Executive Board member you will have the opportunity to continue to keep Adath USY a success by planning programs, working with CGB members, creating new and exciting ideas for Adath USY and much more.

Enclosed you will find a description of the ten elected leadership positions and the responsibilities and requirements of all Board members. Please read this carefully; serving on the Adath USY Executive Board is a large time commitment and you will be expected to attend all chapter USY programs, Regional events, and Board meetings!

If you are interested in running for a position on the Adath USY Chapter Executive Board, please talk to your parents about the commitment you are making -- their support is required before you can declare yourself a candidate for office.

Once you and your parents have come to an agreement about running for Chapter Board, please plan for you AND your parents to attend an informational meeting on:

****Monday, May 4th at 7:00-8:00pm, in the Adath Youth Lounge****

At this meeting you will hear from current Board members, learn more about the time commitment and learn about the election process. This meeting is mandatory if you are considering running for Board. Bringing your parents is required. Throughout the week, after the parent meeting, you will sit down with the Youth Director to discuss the position you are applying for.

Elections for Chapter Board will be held at CMT, which is scheduled for the weekend of May 15-17 at Herzl Camp in Webster, WI. All candidates will have the opportunity to participate in a candidates' question/answer forum prior to elections and will be allowed three minutes (5 for Presidential candidates) to speak. More information will be given at the mandatory meeting.

If you have any questions or cannot attend the meeting on May 4th, please contact Elisabeth as soon as possible at 952-215-3910

Elisabeth Wells
Leonard and Clara Savitt Youth Director Chair

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, 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, etc...is unacceptable

Chapter/Regional duties:

- Attend all USY functions, chapter and regional, on time
- 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 all committees assigned under your position
- Plan and run 2-4 programs during the year -- ideally with the help other chapter members
- Participate in USY Play and Purim Carnival
- Attend all chapter board meetings (approximately one every 3-4 weeks) unless excused by youth Director

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
- 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
- Overseer of Adath sponsored Regional events
- Do your calling lists!

Israel Affairs Vice President Responsibilities

- Oversee Israel CGB committee
- Plan and organize Israel awareness programming
- Recruit for USY on Wheels, USY Israel Pilgrimage, USY High & Nativ
- Recruit for HeCalutzim
- Do your calling lists!

Religion/Education Vice President's Responsibilities

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

Membership Vice President's Responsibilities

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

Kadima Vice President's Responsibilities

- Act as a liaison between USY and Kadima
- Recruit Kadima members
- Attend all Kadima planning meetings and programs
- Oversee Kadima planning committee
- Oversee Kadima CGB committee
- Oversee annual Wake Up Breakfast
- Attend Kadima Kinnus (if old enough)
- Do your calling list!

Social Action/Tikun Olam Vice President's Responsibilities

- Coordinate social action projects
- Coordinate tikun olam fundraisers
- Oversee SATO CGB committee
- Oversee the allocation of funds process with the Executive Board
- Attend as many volunteer projects with the chapter as possible
- Do your calling lists!

Communications Vice President's Responsibilities

- Design and collate "The Duckbill", our monthly newsletter
- Update USY bulletin board in youth lounge and main entrance kiosk
- Oversee Public Relations CGB position
- 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
- Do your calling lists!

Recording Secretary's Responsibilities

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

Treasurer's Responsibilities

- Collect money at each program
- Oversee the annual Purim Carnival
- Oversee Treasurer CGB
- 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!

Maccabee Vice President's Responsibilities

- Act as a liaison between USY and Maccabee's
- Recruit Maccabee members
- Attend all Maccabee planning meetings and programs
- Do your calling lists!

Executive Vice President's Responsibilities (used to be part of IA position) *note* *this is an additional position added on to the above, 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

Candidate Information Sheet (CIS)

Use these questions to help you compile a CIS “**resume**” that will be distributed to chapter members prior to elections indicating your qualifications for office. Please turn in this worksheet as well as your completed CIS “resume” no later than **Monday, May 4**. There will be a mandatory meeting for those running for Adath USY’s Executive Board on **Monday May 4 at 7:00pm** in the Youth Lounge. If you have questions please call Elisabeth at 952-215-3910.

Name _____ Grade _____

Exec. Board position desired _____

1. List any chapter or regional offices/leadership positions you have held:

2. Describe relevant experience you have had related to the position you are running for (camp counseling, leadership opportunities, teaching, etc..)

3. List your past, current and future participation in Jewish Education (Talmud Torah, SMP, etc..)

4. What are your religious skills? (ability to lead services, read Torah, etc...)

5. What extra-curricular activities do you participate in during the school year?

- 6. Please list any special achievements, honors or awards you have received:

- 7. Are you a member of Heschel, 613, or HeChalutzim? (Circle all that apply)

- 8. Why are you running for Exec. Board?

I, the undersigned, do hereby affirm by my signature that this form was completed by me, and that all the information in it is correct to my knowledge. I also affirm that, if elected, I will abide by and uphold the responsibilities of the Adath Jeshurun USY Executive Board.

USYer Signature

Date

I give my permission for my son/daughter to become an officer (if elected) of Adath Jeshurun USY for the coming year.
Parent's signature required to run for office

Parent Signature

Date

**PLEASE SEND YOUR COMPLETED CIS
TO THE YOUTH DIRECTOR NO LATER
THAN MONDAY, MAY 4TH**

**10500 Hillside Lane
Minnetonka, MN 55305**