

# Election Candidacy Packet



All forms must be completed and submitted to the TTEUSY Youth Director, Stacey Ripin by 4/28/19.

Submit to [youthdir@templetoratemet.org](mailto:youthdir@templetoratemet.org) or leave in Temple Torat Emet's main office mailbox marked "Youth Group"

This packet contains:

1. Chapter Executive Board Requirements (including election procedures)
2. Roles and Responsibilities
3. Decision Worksheet
4. Nomination and Candidacy Speeches
5. Parent Release
6. Parent Support Agreement

**You will be required to sign a PLEDGE prior to accepting a position. Election results are only final once all documents and payments are received.**

# **TTEUSY & Kadima**

## **Chapter Board Requirements**

With privileges comes responsibilities.

### **I. TTEUSY/Kadima Chapter Executive Board's Requirements**

1. I will attend at least one Shabbat or Jewish holiday service per two months (including USY/Kadima conventions/events).
2. I will attend at least 90% board meeting of the scheduled year. Absences will be reported to the President and Youth Director.
3. I will be prepared to report from their respective position each board meeting.
4. I will conduct myself in a respectful and courteous manner at board meetings, programs and in all public settings, as an example.
5. I will attend at least 10 chapter events throughout the year.
6. I will assist the person leading each program by encouraging the chapter members to participate in the specific activity or/and to be respectful of the leader and doing the planned program.
7. I will maintain contact with the President of the group between board meetings, for progress reports when there are action items open.
8. I will attend board training events, such as the board Lock-In at the start of the school year, and sub-regional/regional conventions.
9. I understand this is a drug and alcohol-free youth group. If at any time it is found that a board member is using illegal drugs or alcohol during youth group, the result is immediate impeachment from the board.

### **II. Conventions**

- a) I understand that USY Board members are required to attend at least 5 regional/sub-regional events.
- b) I understand Kadima Board members are required to attend at least 2 regional/sub-regional events.
- c) I have a calendar of those events.
- d) I will participate in convention activities by showing a positive attitude toward activities planned for the group, adding to discussions, playing the mixers and/or volunteering to lead a prayer.

### **III. Setting a positive example**

- a) I agree to set a positive example for all chapter participants of USY/Kadima at programs and in public forums including social media, or I may be impeached as determined by the Youth Director Youth Committee and \*President. I am a role model to other pre-teens and teens.

This includes but is not limited to:

Using appropriate language, free of profanity.

Keeping the peace amongst the chapter

Setting the mood for programs

Having a general positive attitude, etc.

#### **IV. Not winning an election does not mean you are not involved!**

- a) Chapter members are the backbone of the group and can be leaders too. Members are encouraged to serve on committees and can even “chair” a specific event.
- b) Continue to attend the programs offered and benefit by using the year to learn and prepare you for a future election, if you choose to accept candidacy again.
- c) A board is nothing without its chapter members. All the work they do is for YOU!

#### **V. Nominations Policy**

- a) Each candidate will have an opportunity to select one person to nominate them. The “nominator” will have a maximum of 30 seconds to present the nomination. These persons cannot include a sub-regional, regional, or international officer, or the chapter President.
- b) A nominator may nominate more than one person, but not within the same position.
- c) A nominator may not nominate anyone for a position in which he/she is running as a candidate.

#### **VI. Elections Procedure**

- a) Each candidate will have the opportunity to give a speech lasting a maximum of 3 minutes. Only candidates for President will have a maximum of 5 minutes to speak.
- b) Candidates will speak in reverse alphabetical order by last name and all drop downs speak first, regardless of alphabetical order.
- c) There may be no audience participation during a speech for nomination or candidacy.
- d) All ballots will be secret and only the current President, Youth Director, and 1 Youth Committee member or will count the ballots. In the case where the current President is running, a volunteer will be appointed by the Youth Director.
- e) A candidate must win by at least 50% plus 1 vote. If more than 2 people are running and no one has 50% plus 1 of the ballots, a run-off will take place between the top 2 votes.
- f) The current President will announce the winner of each election position. If the current President is not in attendance or is running, the Youth Director will announce the winner or appoint a speaker.
- g) Each candidate may only drop down twice. If there is an open position after the election, only a prior candidate will have the first priority to run for that position and an election will take place among the chapter. If the position is not filled at the elections night, the newly elected board may nominate someone to take that position.
- g) For the 6<sup>th</sup> Grade Rep position, if applicable, speeches will be given at USY's election night. All 5<sup>th</sup> graders are welcome to attend. Votes will be taken by all 5<sup>th</sup> grade Kadima members and the NEWLY elected board only. The cumulative total of votes between the 5<sup>th</sup> graders and newly elected board will decide the new 6<sup>th</sup> Grade Rep winner.

#### **VII. Working as a team**

The chapter board works as a team, no matter what position we individually have. The Stacey philosophy is, “We are one board and help in all areas.”

## **Board Officers' Roles and Responsibilities**

The officers of Temple Torat Emet Executive Board shall be:

1. President

The officers of Temple Torat Emet Board shall be:

1. Religious Education Vice President
2. Social Action/Tikun Olam Vice President
3. Israeli Affairs Vice President
4. Membership/Kadima Vice President (USY ONLY) or Membership (Kadima)
5. Communications Vice President

## **DUTIES**

President:

1. Shall preside at and run all meetings of the organization.
2. Shall act as a spokesperson for the chapter, in the synagogue, community and region.
3. Responsible for creating monthly board meeting agenda with input from all board members and submits to Youth Director at least 2 days prior to meeting.
4. Must actively participate in USY Shabbat services.
5. Must keep in contact with board between meetings, for progress reports, programs, and leadership development. Reports findings to Youth director.
6. Weekly Youth Director meeting to report progress and to receive leadership development.
7. Gives President's Report at Board meetings.
8. Must read the chapter constitution and bring a copy to each board meeting.
9. Responsible for completion of all aspects of Chapter of Excellence program.
10. In conjunction with the Youth Director and/or Advisor(s) and board must prepare a tentative yearly calendar of events to be screened by the board/clergy for the upcoming year by August.

11. Responsible for completion of Program Planning Sheet and distributing to Youth Director at least two weeks before event.
12. Responsible for completion of Program Evaluation Sheet at each board meeting after event completion and distributing to Youth Director one week after sheet completion.
13. Ensures that each board position is contributing their fair share in board meetings and programs.
14. Assists board members, as deemed needed by Youth Director.

Executive VP:

1. Elected by the current President from one of the current Vice President roles.
2. Responsible for coordination of all committees.
3. Direct aid to the President.
4. Preside over meetings in the absence of the President.
5. Keep accurate records of attendance at all chapter functions and meetings and turns into Advisor(s) and/or Youth Director after each event.
6. Tracks board member requirements and notifies Youth Director and President when attendance requirements are not being met.

Religious/Education VP:

1. Responsible for helping create, organize and execute religious and educational portions of events, including but not limited to High Holiday teen programs, temple-wide holiday programs and youth group Shabbat programs.
2. Tries to add religion and educational components into youth group programs, where applicable.
3. Meets every other month with Rabbi for development and collaboration.
4. Attend at least 2 temple Ritual committee meetings. Serve as the youth liaison to ritual committee with Youth Director.
5. Responsible for promoting Heschel Honor Society to all members.
6. Oversees Religious Education Committee, when applicable.

#### Social Action/Tikun Olam VP:

1. In charge of Tikun Olam fundraising and program fundraising in the chapter. Create a budget goal and plan with the Youth Director.
2. Responsible for informing the organization about community and international situations which require attention.
3. Keep chapter informed of Jewish Federation's Jewish Teen Initiative, day of service opportunities. Advertise with Communications VP, and help lead and participate in youth and temple-wide social action events, such as but not limited to Beach Clean Up, Good Deeds Day, High Holiday Food Drive, etc...
4. Attend at least 2 TTE Mitzvah Matters committee meetings with a supervisor.
5. Responsible for overseeing all chapter participation in regional /sub-regional SA/TO programming
6. Responsible for promoting USY's 613 Mitzvah Corps to all USY members.
7. Oversees SA/TO Committee, when applicable.
8. Help Youth Director allocate funds for tikkun olam through USY at the end of the school year.
9. Keep a balance of funds throughout the year.

#### Israeli Affairs VP:

1. Responsible for promoting awareness and solidarity with the state of Israel. Join at least 2 news feeds about Israel.
2. Encourage chapter members to participate in Israel advocacy.
3. Promote USY summer programs, especially programs that are located in Israel.
4. Responsible for providing the board with an Israel update during each board meeting.
5. Encourage chapter to join HeChalutzim Israel Advocacy USY group.
6. Responsible for planning Yom HaAtzmaut and Lag B'Omer programs with Youth Director and Board.
7. Bring Israeli education or culture to programs whenever possible. Hebrew, food and culture of Israel should be developed each month.

#### Membership & Kadima VP:

1. Responsible for membership recruitment.
2. Draws in non-active members. Works with board and Youth director to create a plan for this. Plan must be approved by Youth director with outreach.
3. Keeps current members active. Works with board and Youth director to create a plan for this. Youth Director must approve retention plan.
4. Acts as a Kadima liaison and goes to Kadima board meetings or assigns a delegate.
5. Responsible for helping create joint USY/Kadima programs, especially after Gesher convention with 8<sup>th</sup> graders.
6. Expected to attend, at least, 10% of all Kadima programs.
7. Responsible for choosing and implementing ice-breakers at each event deemed appropriate.
8. Oversees Mem/Kad Committee.
9. In charge of event registration sign-ins and reporting and tallying member attendance. This may require arriving 15 minutes prior to event start time.
10. Call/text members to inform them about events with Communications VP.

#### Communications VP:

1. Acts as recording secretary and outreach, advertising. Records minutes at all board meetings and distributes them to the rest of the board within one week of the meeting for approval, cc Youth Director.
2. Coordinates Chapter phone tree.
3. Formulates a phone committee and contacts potential participants before programs.
4. Sends e-mails to potential participants to inform members of upcoming events.
5. Prepares flyers and bulletin board for all upcoming activities in conjunction with the Youth Director.
6. In charge of maintaining photos and social medias. (Content submitted to Youth Director)
7. Oversees Communications Committee, when applicable.

8. Responsible for emailing/posting/mailling the monthly calendar, prepared 2 months in advance.
9. Call and text potential participants and parents to inform them about events. Distributes information to Membership position.
10. Has an understanding of social media and is allowed to download to personal phone. May have access to social media for group.
11. Takes and collects photos and videos at events. Creates end of year slide show and submits to Youth Director 2 weeks prior to event of showing.
12. Will correspond with potential participants for special events like birthdays, B'nai Mitzvot, shiva calls, etc... (phone call, e-mail, etc.).

### **Parent Support**

Your child can't serve the board without your active support—that means financial, logistical, and emotional. Create an environment in which your child can succeed, and then step back and let him/her do the hard work. Your child will gain a great deal from his/her participation.

When things do go wrong, help your child deal with disappointment—but also learn from it. Empathy, along with helping your child find and make a positive change, builds resilience. It is not a reason to quit or leave. Resilience is a skill your child can use for many years to come. I will aid in this area too.

Through words and deeds, you can help be a role model to your family. Consider coming to family services/holiday programs as a family and talk about how it makes you feel or what parts you like. You can also be a role model to other parents. As a good board parent, you can help promote good sportsmanship by not gossiping about others and by encouraging positive Jewish values.

We may ask your child to try something new or outside your family custom to see how it feels. We offer but never force. You can help lead the conversations about tefillin, kashrut, Hebrew, music, kippot, not gossiping, encouraging others and other mitzvot.

We have a community of parents that help each other. With your permission I will tell other parents when you have signed up for an event for carpool coordination. I can also share parent

contact info, with your approval. Be sure to appreciate those that can assist and make sure you take your turn to drive at a less than desirable hour/location too.

**Release of my info: \_\_\_\_\_ parent/guardian signature**

\*To give you a close up look at your child’s experience and to offer the ultimate support of your child’s endeavor, it is strongly recommended that at least one parent/guardian of each student board member sits on the Youth Committee, that meets monthly and chairs one youth program. Temple membership is not needed; this is youth group. The Youth Director can coordinate which program(s) you would like to choose. Chairs get the help and support of the Youth Director, Youth Committee, student board and volunteers for their program of choice. Chairing a program gives you a chance to get a close-up look of what your child’s experience is like and to show your child you care about what is important to him/her. We will work around your schedule and support you the whole way through. This may be the first time for many of our parents. It only requires a few meetings or phone calls.

I understand the expectations of me and my child. I will do my best for each of us to meet them.

\_\_\_\_\_ parent/guardian signature

## Decision Worksheet

This form is a requirement to the election process. It helps you think and decide whether being on the board is right for you. Take this exercise seriously and be honest with yourself. This form must be completed prior to election, and discussed with the Youth Director, prior to installation.

- 1) List which position(s) you would like to hold in preference order.

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- 2) What characteristics do you think would make a **successful** board member?

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- 3) Why do you want to be a part of your chapter's board?

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- 4) What qualities or experience do you have that would help you be successful in the role of your first preference above? Please, be brief with an overview.

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- 5) List commitments besides Kadima/USY that you need to maintain during your year on board. (For example, sports, school clubs, work, other commitments...)

Commitment

Hours per Week

Weekend

**Decision Worksheet Continued...**

- 6) Show a plan for completing school work successfully around your commitment to the board. (Consider next year's schedule of classes, level of difficulty, homework load, etc...)

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- 7) What will be your biggest obstacles in keeping your attendance commitments to board meetings, chapter events, Shabbats, regional/international events and convention(s)?

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- 8) What, if any, questions do you have about serving on the TTEUSY chapter board?

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Review your answers carefully. Consider the time and responsibility commitment you are making to have a leadership with TTEUSY/Kadima. Will you still be able to keep your school, family and extracurricular activities in balance? Think about your personal goals, what you have to give, and how it will impact you, your friends and family. Is this right for you?

I have read the election packet in its entirety and agree to fulfill the requirements to the best of my ability. \_\_\_\_\_ **(running candidate signature)**

I have read the election packet in its entirety and agree to support my child and help him/her fulfill the requirements to the best of my ability.

\_\_\_\_\_ **(parent/guardian signature)**

Good luck in your decision process. Contact Stacey Ripin at [youthdir@templetoratemet.org](mailto:youthdir@templetoratemet.org) or 561.251.3549 with questions.

## Nomination Speech

On Wednesday, May 7, have a friend nominate you for the position(s) of your choice. When the Youth Director opens the floor for nomination, your friend will raise their hand to say,

“I, \_\_\_\_\_, nominate \_\_\_\_\_ for the \_\_\_\_\_ position.”

You will have an opportunity to accept or decline the nomination.

## Candidacy Speech

Any nominations accepted for candidacy will require a brief speech to not exceed 2 minutes from you as to why you want the position and why the members should vote for you. Here is a guideline of topics you may want to include in your 2 minute speech. Feel free to write notes below and use this at the podium.

“I, \_\_\_\_\_, am running for the position of \_\_\_\_\_.”

After reading the roles and responsibilities, I would be a candidate because of my following qualities:

Some things I can do well in this role are:

Past experiences I have that would help me be successful are:

A few things I can see changing/improving as a result of my leadership in this role may be:

\_\_\_\_\_ is why you should vote for me as \_\_\_\_\_.”