

# Congregation Beth Israel

## BITY Board/Chair - Intent to Run

### AM I ELIGIBLE?

Candidates for BITY Board must be members of Congregation Beth Israel and a member in good standing of BITY. Candidates should have attended multiple BITY and NFTY events over the past year. To be in good standing, a member must pay BITY dues for the coming year (2019-2020).

### How do I run for a BITY board position?

- I. *Think about Running.* Running for BITY office is a serious decision because serving on a board is a considerable time commitment. Every person interested in running should truly consider whether the position of interest is one they really want and if they are capable of fulfilling their responsibilities. All candidates must talk to the Director of Youth Engagement about what being on BITY Board entails and the specific expectations that accompany the position of interest. All meetings with the Director of Youth Engagement must take place **BEFORE April 26, 2019**. Candidates must consult with the current BITY Board member of the intended position (or positions, if intending to drop down) about their experience serving on board.
- II. *Letter of Intent.* A letter of intent is an official document stating who you are and what position you will be running for (be as creative as you want. Use pictures, quotes, clipart). It will be distributed to participants at the elections. This letter should include a description of your general leadership abilities, your reasons for seeking office, and your goals for BITY as they relate to the office you are considering. This letter is intended to describe you as a candidate. Have fun with it and be creative. The maximum length is one typed page. The minimum is 2 paragraphs. Letters of intent will be accepted **until noon on April 26, 2019** and should be sent directly to Rabbi Berne.

Zachary Schawelson and Sophia Blackstone, BITY Co-Presidents, are available if you have any general questions about the election procedure or BITY Board.

- III. *Elections.* Elections will take place on April 28<sup>th</sup> at 12:30pm. During the elections process, each candidate for office will be allowed a speech of up to three minutes in length, and a question and answer period of two minutes. All candidates running for office must be given equal time for presenting and questioning. No campaigning is permitted.

### WHAT POSITIONS ARE AVAILABLE?

Elected Board Positions of BITY are: (see pages 3-7 for role explanations)

- President
- Programming Vice-President (PVP)
- Social Action Vice President (SAVP)
- Religious and Cultural Vice-President (RCVP)
- Membership Vice-President (MVP)
- Communications Vice-President (CVP)
- Fundraising Vice-President (FVP)

Appointed Chair Positions of BITY are: (see pages 3-7 for role explanations)

\*In order to be appointed to a Chair position you must complete the election packet and submit a letter of intent. Once elections are over, on the same Sunday, the newly elected board will appoint people to the Chair positions based on their letters of intent. Up to two (2) people may be appointed to each position\*

- Song Leading Chair
- Freshman Involvement Chair
- Junior Youth Group Chair
- Historian/Media Chair

### ELECTION PROCEDURES

Elections will be held on **Sunday, April 28, 2019** starting at **12:30pm**. Each candidate will be given three minutes for a speech and two minutes for questions. Campaigning will not be allowed in any way, shape, or form.

**All candidates must fill out the attached form and complete your letter of intent and submit both to Rabbi Berne no later than April 26, 2019.**

## Submission of Candidacy for the 2019-2020 BITY Board

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

I have spoken to Rabbi Berne about being on BITY board:

Yes (RNB initial): \_\_\_\_\_

Date Spoken to: \_\_\_\_\_

I have discussed my decision with my parents:

Yes (Parent initial): \_\_\_\_\_

My parent understands that I will need transportation to attend most, if not all events and meetings.

Yes (Parent initial): \_\_\_\_\_

### Regional Event Dates:

Fall Kallah – October 11-13, 2019

Winter Kallah – January 17-19, 2020

Spring Kallah – April 17-19, 2020

My parent understands the responsibility and role of the position that I am running for and supports me.

Yes (initial): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I can drive or have transportation to all meetings and events: Yes (initial): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Explanation of Each Position

Taken directly from the BITY Constitution

### **Article V: BITY Board**

SECTION A. BITY shall be governed by the BITY Board and Director of Youth Engagement.

SECTION B. The BITY Board shall consist of the elected officers. These officers shall be:

1. President
2. Programming Vice President
3. Social Action Vice President
4. Religious and Cultural Vice President
5. Membership Vice President
6. Communications Vice President
7. Fundraising Vice President

SECTION C. There shall only be one person holding each position in a given year. There shall be no “co” positions.

SECTION D. The BITY Board shall:

1. Coordinate all activities of BITY
2. Present all legislation to the BITY Board for consideration

SECTION E. Each BITY Board member shall have one vote in all matters. Five offices must be present for voting in order to pass a motion in a meeting.

SECTION F. The Director of Youth Engagement shall be an official non-voting member of the BITY Board but has the ability to veto any motion if he/she feels it is detrimental to the progress and mission of BITY.

SECTION G. The BITY Board shall meet at a weekly time and place set by the Director of Youth Engagement. At the written request of a majority of the BITY Board, the President or Director of Youth Engagement may call additional meetings.

SECTION H. Presidents and Vice Presidents of BITY (and all TYG’s) may not be President, Programming Vice President, Social Action Vice President, or Religious and Cultural Vice President of NFTY-Southwest as stated in the NFTY-Southwest constitution.

### **Article VI: Chair Positions**

SECTION A. The BITY Chair Positions shall be appointed by the BITY Board at the time of the board’s elections. Any individual appointed to a Chair Position shall preside under the jurisdiction of their assigned board member. The Chair positions and assigned board members are as follows:

1. Song Leading Chair- Religious and Cultural Vice President
2. Freshman Involvement Chair- Membership Vice President
3. Junior Youth Group (JYG) Chair- Membership Vice President
4. Historian/Media Chair- Communications Vice President

SECTION B. Up to two people can be appointed to any chair position at the BITY Board's discretion.

SECTION C. BITY Chair Positions are invited, but not required, to attend Board meetings but are not voting members of the board.

## **Article VII: Duties of BITY Board Members and Chairs**

### **SECTION A. The Role of President-**

1. Candidates for President must be members of Congregation Beth Israel and a BITY member in good standing and have attended the majority of BITY and NFTY events over the past year. To be in good standing a member must have paid BITY dues for the coming year.
2. Call and preside over all organizational meetings, alerting participants of the issues to be discussed by distributing agendas and notification in advance.
3. Communicate with all BITY members in order to maintain enthusiasm, offer suggestions, and remain continually aware of all BITY activities.
4. Communicate with all BITY Board members regularly in order to oversee, support, and assist them in all endeavors.
5. Be the spokesperson for all of BITY and its policies, and represent BITY to all member congregations and other organizations.
6. Serve on the BITY Board by attending Leadership Training Institute (LTI) in the fall.
7. Attend ALL NFTY-Southwest Events, unless discussed with the CBI Director of Youth Engagement.
8. Plan, supervise and coordinate all BITY activities.
9. Initiate any new programs and/or projects that would benefit BITY.

### **SECTION B. The Role of the Programming Vice President-**

1. Candidates for Programming Vice President must be members of Congregation Beth Israel and a member in good standing and have attended the majority of BITY and NFTY events over the past year. To be in good standing a member must have paid BITY dues.
2. Serve on the BITY Board by attending BITY Board meetings.
3. Serve as BITY program specialist by circulating new BITY programs and programming ideas.
4. Plan, supervise and coordinate all BITY programs.
5. Initiate any new programs that would benefit BITY.
6. Assist the President as necessary.
7. Serve as President in absence of the BITY President.
8. Serve on the BITY Board by attending Leadership Training Institute (LTI) in the fall.
9. Attend ALL NFTY-Southwest Events, unless discussed with the CBI Director of Youth Engagement.
10. Complete all programs by the due date set by the President/Director of Youth Engagement
11. Document all events and outcomes using NFTY format when appropriate.
  - a. A program write up should be written for EVERY event, big or small

### **SECTION C. The Role of the Social Action Vice President-**

1. Candidates for Social Action Vice President must be members of Congregation Beth Israel and a member in good standing and have attended the majority of BITY and NFTY events over the past year. To be in good standing a member must have paid BITY dues.
2. Serve on the BITY Board by attending BITY Board meetings.
3. Serve on the BITY Board by attending Leadership Training Institute (LTI) in the fall.
4. Attend ALL NFTY-Southwest Events, unless discussed with the CBI Director of Youth Engagement.
5. Serve as the chairperson of BITY projects, initiating any new programs or drives to fulfill the social action priorities adopted by BITY.
6. Coordinate general social action activity for BITY.
7. Maintain communication with past social action organizations used.
8. Coordinate and involve BITY in annual Congregation Beth Israel social action events.
9. Work with the Social Justice Committee for support during social action projects and events.

**SECTION D. The Role of Religious and Cultural Vice President-**

1. Candidates for Religious and Cultural Vice President must be members of Congregation Beth Israel and a member in good standing and have attended the majority of BITY and NFTY events over the past year. To be in good standing a member must have paid BITY dues.
2. Serve on the BITY Board by attending BITY Board meetings.
3. Serve on the BITY Board by attending Leadership Training Institute (LTI) in the fall.
4. Attend ALL NFTY-Southwest Events, unless discussed with the CBI Director of Youth Engagement.
5. Work with the Rabbi to maintain a creative service bank, which shall include passages for use by BITY.
6. Assemble a service at the request of the Temple/youth group.
7. Plan, coordinate staff, and execute all religious programs and events.
8. Work to connect program themes with Judaism.
9. Lead and prepare all services necessary
  - a. Rosh Hashanah Youth Services
  - b. Yom Kippur Youth Services
  - c. Shabbat BITY Services
  - d. Havdallah
10. Oversee the Song Leading Chair

**SECTION D1. The Role of the Song Leading Chair-**

1. Lead and prepare musical accompaniment for all necessary services
  - a. Rosh Hashanah Youth Services
  - b. Yom Kippur Youth Services
  - c. Shabbat BITY Services
  - d. Havdallah
2. Work with the Religious and Cultural Vice President to implement song sessions and/or musical learning opportunities.

**SECTION E. The Role of the Membership Vice President-**

1. Candidates for Membership Vice President must be members of Congregation Beth Israel and a member in good standing and have attended the majority of BITY and NFTY events over the past year. To be in good standing a member must have paid BITY dues.
2. Serve on the BITY Board by attending BITY Board meetings.
3. Serve on the BITY Board by attending Leadership Training Institute (LTI) in the fall.
4. Attend ALL NFTY-Southwest Events, unless discussed with the CBI Director of Youth Engagement.
5. Collect means of communication of members and keep them involved.
6. Type and circulate rosters of the BITY membership and distribute them to the BITY board.
7. Ensure high BITY membership and shall be responsible for improving both the quantity and level of commitment of all BITY members.
8. Constantly encourage new member participation and organize all events relating to new members.
9. Work with Communications Vice President on sending out birthday/condolence/get well/b'nei mitzvah cards to all BITY members, 8th graders, and 7th graders.
10. Oversee the Freshman Involvement Chair and Junior Youth Group (JYG) Chair.

**SECTION E1. The Role of the Freshman Involvement Chair-**

1. Ensure high Freshmen membership and shall be responsible for improving both the quantity and level of commitment of all Freshman members.
2. Constantly encourage new Freshman member participation and organize all events relating to Freshman members.
3. Assist the Membership Vice President with all Freshman membership matters.
4. The Freshman Involvement Chair must be a Freshman.

**SECTION E2. The Role of the Junior Youth Group (JYG) Chair-**

1. Assist Director of Youth Engagement with all Jr. BITY events by attending to help "staff" and meet potential BITY members.
2. Encourage Jr. BITY members to continue to BITY.
3. Assist in all matters concerning the Jr. BITY/BITY joint end of year party.
4. Collect Jr. BITY emails and social media account handles.

**SECTION F. The Role of the Communications Vice President-**

1. Candidates for Communications Vice President must be members of Congregation Beth Israel and a member in good standing and have attended the majority of BITY and NFTY events over the past year. To be in good standing a member must have paid BITY dues.
2. Serve on the BITY Board by attending BITY Board meetings.
3. Serve on the BITY Board by attending Leadership Training Institute (LTI) in the fall.
4. Attend ALL NFTY-Southwest Events, unless discussed with the CBI Director of Youth Engagement.
5. Take clear, organized, and accurate minutes at all BITY Board meetings.
6. Design and distribute fliers to publicize BITY activities and upcoming events.
7. Keep BITY social media pages (Facebook, Twitter, Instagram) updated. Invite any potential youth to join the BITY the pages.
8. Responsible for designing, copying, postmarking, and sending fliers out when needed.

9. Texting BITY group to remind them of events.
10. Work with Membership Vice President on sending out birthday/condolence/get well/b'nai mitzvah cards to all BITY members, 8th graders, and 7th graders.
11. Works with the Board to design merchandise.
12. Oversee the Historian/Media Chair.

**SECTION F1. The Role of the Historian/Media Chair-**

1. Document all events through photos and testimonies of participants
2. Work with Director of Youth Engagement to archive all photos and testimonies on CBI computer drive.
3. Work with the Communications Vice President to keep BITY social media pages updated.

**SECTION G. The Role of the Fundraising Vice President-**

1. Candidates for Fundraising Vice President must be members of Congregation Beth Israel and a member in good standing and have attended the majority of BITY and NFTY events over the past year. To be in good standing a member must have paid BITY dues.
2. Serve on the BITY Board by attending BITY Board meetings.
3. Serve on the BITY Board by attending Leadership Training Institute (LTI) in the fall.
4. Attend ALL NFTY-Southwest Events, unless discussed with the CBI Director of Youth Engagement.
5. Collaborate with Board, Director of Youth Engagement, and CBI Youth Committee to create, implement, and lead fundraising events throughout the year.