



## **DRTY BOARD 2019 - 2020 SLATING INFORMATION PACKET**

Welcome to the 2019-2020 Durham Regional Temple Youth Group's **Board Slating Information Packet!**

This packet includes information for any rising 9<sup>th</sup> through 12<sup>th</sup> grader in the Durham area who identifies as Jewish and is interested in being involved through serving a board position on the DRTY board for the 2019-2020 school year.

All candidates must submit their materials to the slating committee at Judea Reform Congregation to **guarantee receipt NO LATER THAN Monday, June 3rd, 2019 at 6 PM.**

### **DEFINITION OF THE BOARD**

The Durham Regional Temple Youth (DRTY) Board is a group of officers who commit to dedicating their time, energies, and talents to lead the DRTY group. Serving on the board is an honor, a responsibility, and a special opportunity to learn and practice leadership, communication, and teamwork skills. Board members serve as role models for all DRTY members, Judea Reform Congregation, and the greater Jewish community. For all these reasons, board members commit to work both independently and together in constructive, respectful, and creative ways to help make DRTY a success for every individual member, as well as for the group.

### **RESPONSIBILITIES OF ALL BOARD MEMBERS**

Board members are expected to attend twice monthly DRTY board meetings. Board members must notify the President or DRTY Advisor if they are unable to attend a meeting.

All board members are expected to submit to the President and the Advisor, in their absence to any board meeting, a detailed report of responsibilities, duties, and issues related to their position that have been assigned to them at a previous meeting.

All board members will participate in DRTY recruitment, retention and engagement. Reaching out to potential new members is an important part of every board member's role.

All board members are expected to learn and cultivate their program writing skills in accordance with the official NFTY-MAR outline. Board members will work collectively and individually to write quality programs for all DRTY events.

All Board members are expected to attend all DRTY events. In the event that a board member is unable to attend an event, it is his/her responsibility to inform the President and Advisor promptly.

All Board members are strongly encouraged to attend at least one (1) NFTY-MAR (North American Federation of Temple Youth-Mid Atlantic Region) Kallah each year. NFTY-MAR Kallah are an important part of leadership training and networking in our community as well as an important component in establishing a broader Jewish identity. Scholarship money is available to support participation.

### **BOARD POSITIONS**

Up to 10 board positions lead DRTY's annual activities. Not all chair positions need to be filled every year. A full description of Board Positions is at the end of this document. While the chairs report to one of the Vice Presidents, they are considered full board members and have all of the responsibilities therein. These positions are included on the slate:

- President
- Programming Vice President
- Religious and Cultural Vice-President
- Social Action Vice-President
- Membership Vice-President
- Communications Vice-President
- Worship/Services Chair
- 8<sup>th</sup>-9<sup>th</sup> Grade Chair
- 10<sup>th</sup>-11<sup>th</sup> Grade Chair
- Public Relations/Social Media Chair

### **ELIGIBILITY REQUIREMENTS**

In order to apply to fill any of the slate positions for the 2019-2020 DRTY Board, you must complete the following materials:

1. Letter of Intent (see below)
2. Durham Regional Temple Youth Group Board Signature Agreement (attached to this document)

### **SLATING COMMITTEE**

The slating committee selects board positions. The committee includes Judea Reform Congregation's Director of Congregational Learning, the Durham Regional Temple Youth Group Advisor/s, and all graduating seniors who have been actively involved in DRTY in the previous 12 months.

### **SELECTION PROCESS/TIMELINE FOR 2019-2020**

All candidates must submit their materials to the slating committee at Judea Reform Congregation to **guarantee receipt NO LATER THAN Monday, June 3rd, 2019 at 6 PM**. Materials may be sent electronically to [rfraade@judeareform.org](mailto:rfraade@judeareform.org).

The slating committee will review all materials promptly and schedule video chat interviews with all candidates during the first two weeks of June. After a thorough review of a nominee's submitted materials and an interview, the slating committee will select the leaders for the following year.

Announcements regarding board members will be made no later than 5 PM on Friday, June 14.

### **LETTER OF INTENT**

A Letter of Intent should not exceed 2 **double-spaced** pages and must include each of the following elements (in no specific order):

- **What are your vision and goals** for fulfilling the DRTY mission?
  - Describe how you will be engaged—and how you will engage others—to fulfill these goals.
- **What is your previous leadership experience** both in and outside of DRTY/NFTY?
  - In addition to describing the experiences you have had, be sure to include a specific description of:
    - The greatest strengths you bring to DRTY leadership.
    - An area of your own leadership skills you want to improve in the coming year.

- Your style of working in team-based work groups, organizations, clubs, sports, or other venues.
  - Be sure to include any relevant skills to the position you are applying to.
- **What are your top two choices** for a board position (as listed above)?
- **Please include a personal statement of commitment** and understanding about the responsibilities you would be undertaking as a member of the DRTY Board.
- **What is your favorite dance trend?** (i.e. the whip, hitting the woah, the naynay, anything you see on TikTok. Bonus points if you submit a video of you, someone you know, or someone from the internet doing this dance move.)



### **DURHAM REGIONAL TEMPLE YOUTH BOARD POSITION DESCRIPTIONS**

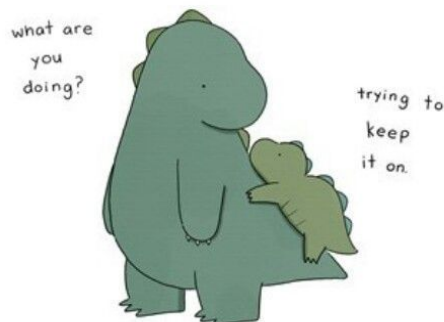
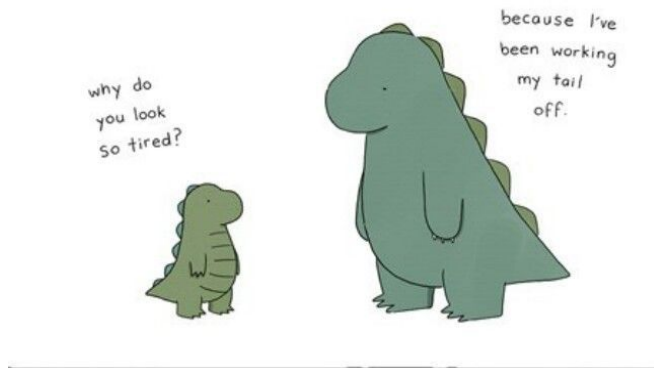
All board members will fulfill the responsibilities as outlined above. In addition, each position will have responsibilities specific to each position.

- **President:** The DRTY President is responsible for representing the Durham Regional Temple Youth within and outside the congregational community. The President is responsible for overseeing all DRTY board members and for being in close contact with the DRTY Advisor. Specific tasks include:
  - Lead all DRTY board meetings
  - Be an active member of the Judea Reform Board of Trustees
  - Ensure board presence at all DRTY events
  - Act as a liaison with other TYG leadership in the NFTY-MAR region
  - Act as a NFTY liaison to bring information to our local TYG
- **Programming Vice-President:** The Programming Vice-President is responsible for planning and executing programs throughout the year. Specific tasks include:
  - Works with the Advisor and President to outline a calendar of events
  - Is responsible for planning, or delegating, programs including but not limited to
    - Welcome event
    - Social Programs
    - Purim Carnival
  - To check in with all program writers prior to any program deadline in an agreed upon timeline and offer assistance if needed; to keep the President and Advisor in the loop on program progress.
  - Is responsible for the final execution of all programs
  - Coordinates with RCVP on Kabbalat Shabbat dinners

- With the support and guidance of the President, the PVP will be responsible for planning, organizing, and running the annual Purim Carnival. A detailed account of specific tasks can be found in the DRTY google drive.
  
- **Religious and Cultural Vice-President:** The Religious and Cultural Vice-President is responsible for planning and administering religious activities at programs or events in conjunction with support from other DRTY members. Specific tasks include:
  - Plan and lead the annual DRTY-led service in coordination with the JRC Religious Practices Committee and the Rabbi
  - Organize regular Kabbalat Shabbat Service attendance and participation
    - Schedule the dates for DRTY Kabbalat Shabbat participation at the beginning of the school year and ensure that the dates are posted on the JRC calendar.
    - Be in contact with the Rabbi and/or musical leader for the Kabbalat Shabbat service to determine the role for DRTY members at the service
    - Plan the dinner that follows the scheduled Kabbalat Shabbat with the DRTY Advisor
  - Bring and spread enthusiasm for Judaism to every DRTY event
  - Contribute creative ideas for making DRTY services and Kabbalat Shabbat fun and engaging experiences for DRTY members and for all congregants participating in the service.
  
- **Social Action Vice-President:** The Social Action Vice-President is responsible for organizing, leading, and engaging the entire youth group in meaningful and purposeful social action work (e.g. food drives, service projects, Mitzvah Day, etc). Specific tasks include:
  - Organize at least 1 service project per school semester that engages all DRTY members
  - Organize and lead TYG participation in congregational Mitzvah Day
  - Include social action elements in other programs when applicable
  - Connect with the Judea Reform Social Action Committee
  
- **Membership Vice-President:** The Membership Vice-President is responsible for creating a spirit of expansion and inclusion to every eligible DRTY member of the Durham area. They will actively recruit, retain, track, and engage new DRTY members with the help of respective grade chairs. Specific tasks include:
  - Maintain a contact list of members
  - Generate a list of potential members and coordinate reaching out strategies with the rest of the DRTY board
  - Is responsible for outreach to new members
  - Plan and execute one new member event for the fall and spring semesters.
  - Provide administrative oversight of membership activities including RSVPs and program attendance
  
- **Communications Vice-President:** The Communications Vice-President is responsible for maintaining a multi-platform and effective communication system that includes all current and potential DRTY members. Working with the Public Relations/Social media chair, the Communications Vice-President also has specific tasks that include:
  - Manage and update the DRTY website

- Oversee all social media and flyer announcements created by the Public Relations/Social Media chair
  - Provide information about upcoming DRTY events to DRTY Advisor and Director of Congregational Learning.
  - Regularly distribute announcements about DRTY events to DRTY members and potential participants
  - Order and sell all DRTY merchandise at DRTY events
  - Take minutes at board meetings, including board attendance, and distribute all minutes to members of the TYG board
- **Worship/Services Chair:** With the support and guidance of the Religious and Cultural Vice-President, the Worship/Services Chair is responsible for assisting with planning and running the annual DRTY service, as well as contributing creative new ideas for worship. Specific tasks include:
    - Work with the Religious and Cultural Vice-President to create a theme for the service
    - Find quotes and alternative readings that pertain to the service's theme
    - Write a service outline for service participants to follow
    - Create/print booklets for the service (if needed)
    - Assist the Religious and Cultural Vice-President with reaching out to potential Torah readers, alternative reading leaders, and prayer leaders
    - Encourage DRTY members and potential DRTY members to be regularly involved and engaged in worship
- **8th-9th Grade Chair:** The 8<sup>th</sup>-9<sup>th</sup> grade chair will work closely with the Membership Vice- President to recruit middle school students to attend DRTY events appropriate for 8th and 9th graders, as well as NFTY-MAR events open to middle school students (e.g. MAJYK and The Vent). Specific Tasks include:
    - Initiate Sunday School/Midrasha outreach to coordinate and plan events that engage 8<sup>th</sup> and 9<sup>th</sup> grade students in DRTY events and programs—this requires creativity and enthusiasm!
    - Assist the Membership Vice-President and the DRTY board to plan one event in the fall and spring semesters solely for 8<sup>th</sup> and 9<sup>th</sup> graders.
      - As the unofficial “DRTY MAJYcian,” plan a pre-MAJYK event including fun programming that applies to middle school students
      - Reach out to middle school students to invite them to a pre-planned, post-MAJYK event
    - Be in close contact with 8th and 9th grade students and their parents via e-mail or phone to personally invite potential participants to events
    - Work to recruit 5-10 teens to attend the NFTY events, MAJYK and TheVent, in the spring semester
- **10th-11th Grade Chair:** The 10<sup>th</sup>-11<sup>th</sup> grade chair will work closely with the Membership Vice-President to recruit potential 10<sup>th</sup> and 11<sup>th</sup> graders who are not yet involved in DRTY. In addition, this Chair focuses on retention of existing members. Specific tasks include:
    - Initiate Madrichim/Midrasha outreach to coordinate and plan events that engage 10<sup>th</sup> and 11<sup>th</sup> grade students in DRTY events and programs—this requires creativity and enthusiasm!
      - Have the ability to answer questions about DRTY/NFTY
      - Attend as many DRTY events as possible so that potential members can count on having a friend at any event
      - Regularly, call, text, and e-mail all 10<sup>th</sup> and 11<sup>th</sup> grade potential members to encourage them to attend an upcoming DRTY/NFTY event

- Encourage 10<sup>th</sup> and 11<sup>th</sup> graders to attend NFTY-MAR events
- **Public Relations/Social Media Chair:** The Public Relations and Social Media Chair will work closely with the Communications Vice-President to ensure that all current and potential DRTY members are aware of all upcoming DRTY-planned events as well as events that DRTY will be participating in. Specific tasks include:
  - Publicize events on social media outlets/platforms that current and potential DRTY members use frequently
    - Post pictures on DRTY's Instagram account
    - Add DRTY events and NFTY-MAR events to DRTY's Snapchat story
    - Tweet from DRTY's Twitter feed about upcoming DRTY/NFTY-MAR events
  - Find avenues to gain followers on social media accounts
  - Work closely with the Communications Vice-President to create flyers and other advertisements to post on social media
  - Maintain an engaging DRTY bulletin board in the Mirkaz Limud including:
    - Updated Board member profiles
    - Updated upcoming DRTY/NFTY-MAR events list
    - Updated pictures from events and programs
    - Updated decorations that are aesthetically pleasing



## Durham Regional Temple Youth Group Board Signature Agreement

*This document must be submitted with the Letter of Intent*

I, \_\_\_\_\_, am interested in being considered for the Durham Regional Temple Youth Group Board for the 2019-2020 school year. In order to ensure that DRTY is as dynamic and productive as possible, I understand that I must adhere to the responsibilities described for the position for which I want to be considered. I understand that I may be released from the board if I do not comply with the objectives set forth in these responsibilities.

- I will attend twice monthly DRTY Board meetings and will notify the President and DRTY Advisor if I am unable to attend a meeting. If unable to attend, I am required to submit to the President and the Advisor a detailed report of responsibilities, duties, and issues related to my position that have been assigned to me at a previous meeting.
- I will participate in DRTY Membership outreach. Reaching out to potential new members is an important part of every board member's role.
- I am expected to learn and cultivate my program writing skills in accordance with the official NFTY-MAR outline. I will work collectively with DRTY and individually to write quality programs for all DRTY events.
- **I am expected to attend all DRTY events unless otherwise discussed with the President/Advisor.**

I am excited about the opportunity to have an active role in making decisions related to our youth group. The time and effort I put into serving on the board is an incredible contribution to my peers, the temple community, and to Judaism.

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(Applicant's Signature)

(Date)

I understand the responsibilities that my child is undertaking and will support their efforts. I understand that this commitment involves frequent meetings, regular events, and active engagement and activity in between those. I understand that if I have concerns or questions about anything related to DRTY, I will speak with the Advisor directly to ensure open communication.

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(Guardian's Signature)

(Date)

**Please return this signed form, with your Letter of Intent, to the slating committee at Judea Reform Congregation to guarantee receipt NO LATER THAN Monday, June 3, 2019 at 6 PM.** Materials may be sent electronically to [rfraade@judeareform.org](mailto:rfraade@judeareform.org).