

**IMPORTANT INFORMATION FOR THE APPLICATION FOR
WAFTY EXECUTIVE BOARD 2020-2021/5781**

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. IT CONTAINS EACH BOARD POSITION'S DESCRIPTIONS AND RESPONSIBILITIES IN FULL DETAIL.

As noted at the end of the Application, being a WAFTY Executive Board Member is a **major commitment**. It will require **time** and **energy**. Most importantly, it requires a **passion** for teamwork and leadership and a thirst for Jewish involvement. **You do not need to be an Executive Board member to be an ACTIVE member of WAFTY**. Please take this into account when deciding whether or not to apply.

RESPONSIBILITIES

BOARD MEETINGS: Meetings are to take place once or twice a month. Meetings will be held on Tuesday nights from 7:30pm to 8:30pm when post-Confirmation is meeting at Chai School. You are allowed to miss one elective per session to attend these meetings. Or, meetings will be held on Sundays at 11:30 after Religious School. All Executive Officers shall attend meetings unless prior authorization has been given by the President and/or Advisor. If an Executive Officer shall miss more than twenty percent (20%) of WAFTY Board meetings, whether excused or unexcused, they shall be considered for removal from their position.

LOCAL EVENTS: WAFTY events/programs are to take place once or twice a month, depending on regional events scheduled. All Executive Officers shall attend events/programs unless prior authorization has been given by the President and/or Advisor. If an Executive Officer shall miss more than twenty percent (20%) of WAFTY events/programs, whether excused or unexcused, they shall be considered for removal from their position.

i) All WAFTY Board members must attend the WAFTY Board Training event which will occur in the Fall.

REGIONAL EVENTS: Regional events must be attended as required for each position:

i) All WAFTY Board members must attend NFTY-NE Leadership Kallah which is scheduled for May 14-16, 2021.

ii) The WAFTY President must attend December Institute. S/he must also attend Regional Events where Regional Board meetings occur.

iii) The WAFTY Vice Presidents must attend at least two Regional Events, one of which must be a weekend event or an Institute.

iv) The WAFTY NFTY-NE Representative must attend at least all but two Regional Events Leadership Kallah must be attended).

DUTIES OF THE EXECUTIVE OFFICERS

President

Please note: In order to submit a letter of intent for President, the individual must be a member of Congregation B'nai Shalom.

1. To determine and execute a vision for WAFTY with consultation of the entire WAFTY Board; to offer direction and orientation.
2. To stimulate and coordinate all activities of WAFTY.
3. To call and preside over all WAFTY Executive Board Meetings in strict accordance with the WAFTY constitution.
4. To be directly responsible for and exercise direct supervision over the WAFTY Executive Board.
5. To create and appoint committees.
6. To be the liaison between WAFTY and the WAFTY Advisor.
7. To serve as liaison between Congregation B'nai Shalom and WAFTY and to attend selected youth committee and selected temple board meetings.
8. To be responsible for the execution of the WAFTY Constitution and other rules pertaining to WAFTY.
9. To express the opinion of the youth group while officially and publicly representing it.
10. To vote at Regional Board Meetings on behalf of WAFTY
11. To act as a resource and role model to all members of WAFTY.
12. To make decisions requiring immediate attention.
13. To represent the needs of WAFTY Membership concerns to the appropriate adult resources
14. To fulfill any other duties deemed necessary by the Executive Board and/or the WAFTY Advisor(s).
15. To undertake and coordinate any activities and additional duties which may be necessary to fulfill the above responsibilities
16. The WAFTY President must attend Regional Events as noted above.

Membership and Communications Vice President (MCVP)

1. To promote, encourage, and maintain the Membership of WAFTY.
2. To develop new membership attraction and retention strategies.
3. To inform students in 11th and 12th grades about upcoming events.
4. To encourage participation from 11th and 12th graders in local and regional events.
5. To keep an up to date mailing and telephone list of WAFTY and prospective members.
6. To conduct all correspondence, including publicity

7. To take charge of all WAFTY mailings, flyers, e-mails, and Facebook posts.
8. To implement and maintain programs concerning membership in conjunction with the Programming Vice President.
9. To explore, identify, and act upon the needs of WAFTY in terms of membership.
10. To act as a liaison between WAFTY & the Regional 1st Liaison VP.
11. To act as a resource and role model to all members of WAFTY.
12. To encourage close ties between WAFTY and Junior WAFTY
13. To represent the needs of WAFTY Membership concerns to the appropriate adult resources
14. To fulfill any other duties deemed necessary by the Executive Board and/or the WAFTY Advisor(s).
15. To undertake and coordinate any activities and additional duties which may be necessary to fulfill the above responsibilities.
16. The WAFTY MCVP must attend Regional Events as noted above.

Programming Vice President (PVP)

1. To coordinate WAFTY programs, to provide WAFTY with both innovative programs and resources and to encourage members to share programming resources.
2. To review all programs written before administered at events.
3. To keep track of all programs in a program database and to send all programs to the Regional PVP to be inserted into Caravan.
4. To act as a resource and role model to all members of WAFTY.
5. To fulfill any other duties deemed necessary by the Executive Board and/or the WAFTY Advisor(s).
6. To be the liaison between the Regional PVP and WAFTY
7. To undertake and coordinate any activities and additional duties which may be necessary to fulfill the above responsibilities.
8. The WAFTY PVP must attend Regional Events as noted above.

Religious and Cultural Vice President (RCVP)

1. To serve as a catalyst in emphasizing and planning creative and innovative Jewish study programs and well-rounded religious programming.
2. To assist any TYG member in matters concerning religious services or Jewish study.
3. To promote and encourage Reform Jewish religious and cultural activities in WAFTY.
4. To stimulate knowledge of Jewish culture, religion, Reform Judaism's creed "Choice through Knowledge", history, and Israel.
5. To be responsible for Tefillot at WAFTY events when needed.
6. To prepare and aid in the creation of a creative service to be shared with the community of Congregation B'nai Shalom.
7. To stimulate worship and study at events
8. To present blessings, D'vrei Torah, invocations, and other spiritually uplifting statements at WAFTY Board Meetings.

9. To act as a liaison between WAFTY and the Regional RCV
10. To act as a resource and role model to all members of WAFTY.
11. To fulfill any other duties deemed necessary by the Executive Board and/or the WAFTY Advisor(s).
12. To undertake and coordinate any activities and additional duties which may be necessary to fulfill the above responsibilities.
13. The WAFTY RCV must attend Regional Events as noted above.

Social Action Vice President (SAVP)

1. To promote and encourage WAFTY to be involved in Social Action activities, education, and awareness within Reform Judaism or otherwise, as well as to take stands on pertinent issues when it is deemed necessary.
2. To coordinate, facilitate, and/or aid in social action oriented projects indicated by the WAFTY Board, including the Social Action Theme for the present year.
3. To aid in the production and dissemination of information pertinent to Social Action issues.
4. To coordinate funds and create a team for participation in walks/runs. (ex. Walk For Hunger)
5. To act as a liaison between WAFTY and the Regional SAVP
6. To be a member of SALSA (NFTY-NE's Social Action League Spreading Awareness).
7. To coordinate Social Action Programming.
8. To act as a resource and role model to all members of WAFTY.
9. To attend selected CBS Social Action Committee meetings.
10. To fulfill any other duties deemed necessary by the Executive Board and/or the WAFTY Advisor(s).
11. To undertake and coordinate any activities and additional duties which may be necessary to fulfill the above responsibilities.
12. The WAFTY SAVP must attend Regional Events as noted above.

Secretary

1. To take the minutes at all meetings and send them to the board, the WAFTY Advisor and the Youth Educator after the meeting in a timely manner.
2. To keep records of all WAFTY events and meetings.
3. To promote WAFTY publicity with the MCVP.
4. To send thank-you notes, birthday cards, etc. whenever necessary.
5. To act as a resource and role model to all members of WAFTY.
6. To coordinate activities and/or accept any other duties assigned by the WAFTY Advisor.
7. To undertake and coordinate any activities and additional duties which may be necessary to fulfill the above responsibilities.
8. The WAFTY Secretary must attend Regional Events as noted above.

Treasurer

1. To maintain the WAFTY treasury.

2. To work with Board members to help set costs and determine budgets for events.
3. To lead the WAFTY Merch committee.
4. To act as a resource and role model to all members of WAFTY.
5. To coordinate activities and/or accept any other duties assigned by the WAFTY Advisor.
6. To undertake and coordinate any activities and additional duties which may be necessary to fulfill the above responsibilities.
7. The WAFTY Treasurer must attend Regional Events as noted above.

NFTY-NE Representative

1. To represent the views and beliefs of WAFTY on a regional level
2. To vote on behalf of WAFTY at regional board meetings
3. To create a WAFTY page for the regional yearbook.
4. To be a liaison between WAFTY and the Regional NFTY-NE Reps.
5. To get members involved and excited in NFTY-NE and NFTY as a whole.
6. To express the opinion of the youth group while officially & publicly representing it
7. To act as a resource and role model to all members of WAFTY.
8. To fulfill any other duties deemed necessary by the Executive Board and/or the WAFTY Advisor(s).
9. To undertake and coordinate any activities and additional duties which may be necessary to fulfill the above responsibilities.
10. The WAFTY NFTY-NE Reps must attend Regional Events as noted above.

Grade Representatives

There are to be at least two (2) class representatives per grade responsible for informing students in 9th, 10th, 11th, and 12th grades about upcoming events. Responsibilities include:

1. To make sure that all members have a voice on board.
2. To make phone calls to members in 9th through 12th grades.
3. To encourage participation from 9th through 12th graders in local and regional events.
4. To host a “meet and greet event” for all new potential members at the beginning of each year, which every Board member shall attend.
5. To send out a questionnaire to members discussing event ideas and other things pertinent to WAFTY as a whole.
6. To act as a resource and role model to all members of WAFTY.
7. To fulfill any other duties deemed necessary by the Executive Board and/or the WAFTY Advisor(s).
8. To undertake and coordinate any activities and additional duties which may be necessary to fulfill the above responsibilities.
9. The WAFTY Grade Reps must attend Regional Events as noted above.