

May 2, 2020

Shalom TSYG'ers!

We need you! The time has come for us to elect our 2020-2021 TSYG Executive Board and YOU can help make a difference. Whether you decide to run for a position yourself or you want to support your fellow TSYG leaders, read more about the election process for this year and how you can be involved.

Being a part of TSYG Board is an experience you will never forget. As a board member you will have the opportunity to help decide and plan the many programs TSYG offers throughout the year. You will steer the future of TSYG, develop important leadership skills, learn the inner workings of a successful organization, build fantastic friendships, and have a **great** time in the process!

In this Election packet you will find the following: the 2020-2021 Board Application, TSYG Board job descriptions, and the election procedures.

At this point, we would like to tell you the process to follow in order to become a part of this wonderful experience. First, you need to decide which position you are passionate about by reading the list of job descriptions enclosed. Everyone who plans on running must discuss your decision to run with Melissa Oxenhandler AND the TSYG'er who currently holds the board position you are interested in. Submit your Board Application and Letter of Intent by **Saturday, May 16th** according to the instructions noted on the form in order to be eligible to run.

Even if you are not running for a board position, you are encouraged to come to elections on **Saturday, May 23rd** to show your support for TSYG. Remember the future of TSYG is in your hands! If you have any questions, or would like help as you begin the election process, call or email Melissa!

L'Shalom,

Josh Thorner

TSYG President

Melissa Oxenhandler

TSYG Advisor

TSYG Executive Board

“How to Run”

Who is eligible?

Individuals who are Jewish, attend Temple Sinai, will be in 9th-12th grade during the 2020-2021 school year, and are passionate about Youth Group!

How do I proceed?

Think about running! Running for a board position is not an arbitrary decision to be made. Every person must be honest with him/herself regarding whether it is a task he/she really wants and is truly capable of performing. You should talk to a current youth group board member about what being on board entails. Everyone must talk to the Youth Director about your decision. Remember that the Rabbi is also a great resource. These people have worked with you and are here to help you along the way!

Letter of Intent

A letter of intent is an official document stating who you are and what position you will be running for. *This is also needed for anyone applying to be part of the Leadership Development Team. The maximum length is one typed page.

This letter should include:

- A brief biography
- Description of your general leadership abilities (past experience helpful)
- Reasons for seeking office as a TSYG board member
- Goals for TSYG relating to the position(s) you are running for.

The Letter of Intent must be signed at the bottom by the candidate and returned with the Board Application. Board Applications and Letters of Intent will be accepted until **Saturday, May 16th** and an electronic copy should be sent to Melissa at melissao@sinaidenver.org (**Electronic copy, only, required. Please send in Word format**).

Upon receiving your Letter of Intent and Board Application, which will include permission from your guardian and the Youth Coordinator/Rabbi, we will consider you as a candidate for the TSYG Executive Board and the Leadership Development Team 2020-2021.

TSYG Election Procedures

1. The order of election shall be: President, PVP, SAVP, RCVP, MVP, CVP, SPC.
2. All TSYG members, except departing seniors, may run for an Executive Board position. Candidates for President and PVP must have previously served on a TYG Board.
3. Every candidate will be allowed time for a two minute speech, other candidates running for the same position may not be in the room at this time. The Presidential candidates will be allowed three minutes.
4. Each candidate will also have a two minute question and answer (Q & A) period after their speech is completed. The Presidential candidates will have three minutes to answer questions. This is a chance for the youth groupers to ask any questions related to the position. Opposing candidates may not be in the room at this time.
5. Creative speeches, resumes, etc. are encouraged! If you would like help or suggestions, please contact Melissa (melissao@sinaidenver.org).
6. All candidates must have completed the following to run for office:
 - a. Consent of a legal guardian
 - b. Spoken with the Youth Coordinator
 - c. Letter of Intent and Board Application -- due to Melissa no later than **Saturday, May 16th, 2020**
7. Candidates are allowed to drop down one time. The drop down office must be declared on the Board Application and in the Letter of Intent. Drop downs will only be considered if no one is running for that position at Elections.
8. There will be no "off the floor" nominations or "write-in" votes.
9. Candidates must be present to run for an office unless approved by Melissa for extenuating circumstances.

Board Application

for the 2020-2021 TSYG Board and LDT

Due by Saturday, May 16th

This Board Application must be filled out in full. Please scan/email a copy of your Board Application with your Letter of Intent to Melissa Oxenhandler by **Saturday, May 16th..**

Letters of Intent **must** be typed (Please send in Word format to melissao@sinaidenver.org).

Name _____ Grade (current) _____

Office Running For

You can put up to 2 choices; 1 being your first choice, 2 being your drop down.

Drop downs will only be considered if no one is running for that position at Elections.

If you are not running for a board position, please denote Leadership Development Team

1. _____
2. _____

We recommend including the following information in your Letter of Intent:

1. Why you want to run for board and these specific positions (Leadership Development Team included) and what your qualifications for the position(s) are.
2. What you bring to the position (Leadership Development Team) and what your vision is for the upcoming year.

Statement of Commitment: I hereby certify that I fully understand the responsibilities required of me if I am elected to the position for which I have declared candidacy. **I have discussed my interest in running for office with my parents and the Youth Director, and understand the responsibilities of the office for which I am seeking. I promise that, if elected, I will commit myself to fulfilling my duties to the best of my ability.** I shall attend all meetings and functions held by the Youth Group. I promise that, if elected, I will do my best to uphold the values of the TSYG Brit Kehillah as well as the NFTY Brit Kehillah and accept my position as a leader in TSYG, the Temple Sinai Community, in NFTY and in the Jewish community as a whole.

TSYG'er Signature _____ Date _____

I hereby certify that I have spoken with my child about their decision to run for TSYG Board. I understand the financial and time commitments required by the position and fully support my child's decision.

Parent/Legal Guardian Name _____

Parent/Legal Guardian Signature _____ Date _____

Board Responsibilities

General Duties for all Board Positions

1. To attend all board meetings (1-2 meetings/month).
2. To attend as many local events as possible.
3. To attend Board Retreat (date TBD).
4. Strongly encouraged to attend Missouri Valley regional events.
5. To keep in constant communication with the TSYG Advisor, TSYG Board members, all TSYG members, MV Regional Counterparts, as well as their regional network.
6. To be an active participant in planning various TSYG programs.
7. To submit all write-ups and program information to the TSYG Advisor, TSYG President, TSYG Programming VP, and Regional Counterpart.
8. To make sure to balance school, youth group and other extracurricular activities appropriately.
9. To serve as a role model for other NFTYites by demonstrating good judgment in the decisions made and by upholding the Brit Kehillah.

We understand that at times there will be unavoidable and significant scheduling conflicts, each board member is responsible for discussing these with the Youth Coordinator prior to the absence from one of the above mentioned activities.

TSYG Board Duties and Responsibilities

The duties of the TSYG President shall be as follows:

1. Keep a line of communication between TSYG and the NFTY Missouri Valley Regional President, NFTY Missouri Valley Presidents' Network and the Advisor.
2. Communicate with all TSYG officers on a weekly basis, and increase communication when a program is approaching to make sure that it is adequately prepared.
3. Act as a liaison between Temple Sinai and TSYG.
4. Serve as presiding member of the TSYG Board. Attend all board meetings and general assembly meetings, set agenda and facilitate all meetings.
5. Act as a positive role model for all TSYG members, encouraging all to be active in TSYG and attend regional events.
6. Make certain all Executive Board members are fulfilling their duties.
7. Enforce the TSYG Covenant, bylaws, Brit Kehillah and all other rules or restrictions.
8. Delegate additional duties as needed.
9. Meet with the Youth Coordinator regularly.
10. Maintain and update the TSYG Covenant as needed.
11. Plan and run the initial and mid-year board retreats with the help of the Youth Coordinator.

The duties of the TSYG Programming Vice President (PVP) shall be as follows:

1. Second to the President – serve as presiding member of the TSYG board in his/her absence.
2. Meet regularly with the President and the TSYG Advisor.
3. Keep a line of communication between TSYG, the President, NFTY Missouri Valley Regional PVP, and NFTY Missouri Valley PVP network and the Advisor.
4. Work with the TSYG Board to create a yearly event calendar, ensuring that there is a balance between annual programs and new ones as well as a variety of different themes.
5. To help the board members incorporate the North American Study Theme into programming.
6. To create a “Programming Due Dates” calendar and to make sure that the board members follow it.
7. Responsible for making sure all program planning, write-ups, evaluation forms and creative write-ups are filled out and sent to NFTY Missouri Valley's Programming VP in a timely fashion.
8. Work to create a yearly file, including (for each program): program write-ups, evaluation forms, flyer, service, and planning sheet and any other important information.
9. Train TSYG board and the Leadership Development Team on how to plan and implement programming, based on the guidelines set by the NFTY- Missouri Valley Region.
10. Make sure that all programs are planned completely, flyers and emails are sent out, and write-ups are turned in to TSYG and their Regional Counterpart in a timely fashion.

The duties of the TSYG Social Action Vice President (SAVP) shall be as follows:

1. Responsible for all Social Action programs and write-ups.
2. Run and implements social action projects and programs to fit within the Social Action guidelines prescribed by the region and NFTY.
3. Keep a line of communication between TSYG, the President, NFTY Missouri Valley Regional SAVP, and NFTY Missouri Valley SAVP Network and the Advisor.
4. Come up with TSYG Social Action themes, goals and awards to strive for during the year. (Can reference/use the North American Social Action Theme).
5. Send all Social Action planning sheets, write-ups, evaluations, and information to Missouri Valley Region's Social Action VP, TSYG Programming VP, and to the TSYG Advisor.
6. Create files on Social Action themes as a resource for future TSYG social Action Vice Presidents.
7. Work with the Programming Vice-President to integrate Social Action themes into programming.

The duties of the TSYG Religious and Cultural Vice President (RCVP) shall be as follows:

1. Responsible for planning and leading all services for programs and leading prayers during all programs.
2. Responsible for Judaic, Religious, and Israel programming, including cultural events to correspond with Jewish holidays or life-cycle events, and the NFTY Study Theme for that year.
3. Work to keep a file of all services written and used during the year and previous years.
4. Keep in contact with NFTY Missouri Valley's RCVP, sending all services to him/her and giving a copy of all services/write-ups to TSYG Programming VP, TSYG Advisor, and putting them into RCVP file.
5. Assist in the planning of a Congregational Service in coordination with Rabbis, members of the TSYG Board and Leadership Development Team as well as a committee of all youth group members who wish to be involved.
6. Work with the Programming Vice-President to integrate Jewish culture into programming.
7. Plan and lead TSYG Junior Congregation High Holiday Services and corresponding activities with the help of the youth group, members of the Leadership Development Team and the Rabbis.

The duties of the TSYG Membership Vice President (MVP) shall be as follows:

1. Organize membership rush programs for Fall and Spring.
2. Contact all new and prospective members to give information, generate enthusiasm, and invite them to all programs. Maintain contact with members throughout the school year, along with the help of TSYG Board.
3. Maintain contact with NFTY Missouri Valley Region's Membership Vice-President, NFTY MV Network and send in membership roster.
4. Maintain communications between TSYG and all younger youth groups. Implement a program to have TSYG'ers help out with these events.
5. Attend all JYG programs, including JYG Chavurah.
6. Make announcements about upcoming programs during Religious School.
7. Create annual TSYG spirit gear (t-shirt, etc)
8. In coordination with the CVP, use social media outlets to reach out and connect to members.

The duties of the TSYG Communication Vice President (CVP) shall be as follows:

1. Responsible for all telephone communications; set up and maintain phone tree for Board Members as well as TSYG members.
2. Create and maintain e-mail communications with TSYG, with the help of the Advisor.
3. Maintain and update the TSYG social media accounts.
4. Take minutes at all TSYG Board meetings and general assembly meetings, then distribute them to Board Members, file them, and send them to his/her Regional Counterpart.

5. Create creative minutes to send to his/her Regional Counterpart.
6. Take pictures at all events and create a scrapbook to document the year.
7. Maintain TSYG bulletin boards in the Religious School hallway.
8. Keep a line of communication between TSYG, the President, NFTY Missouri Valley Regional CVP, NFTY Missouri Valley CVP Network, and the Advisor.

The duties of the TSYG Special Projects Chair (SPC) shall be as follows:

1. Chairs the TSYG Annual Camp Rainbow fundraiser with the Leadership Development Team and/or a committee of general members.
2. Work with Advisor and the Social Action VP on promoting local and regional Mitzvah Corp projects or any other "special projects."
3. Submit all materials for special projects to regional counterpart, TSYG PVP, SPC file, and TSYG Advisor.
4. Keep a line of communication between TSYG, NFTY Missouri Valley Regional SPC and the SPC regional network.
5. Act as Camp Rainbow liaison and educator, instilling a passion and enthusiasm for Camp Rainbow; also encourage TSYG members to apply to be counselors at Rainbow.
6. Plan one educational program about Camp Rainbow per year.

The duties of the TSYG Leadership Development Team (LDT)* shall be as follows:

1. Attend TSYG board meetings (1-2 times per month) to develop leadership skills and to learn all important aspects of planning and running programs, services, maintaining membership, etc.
2. To keep an open line of communication between your board counterpart, the President and the Advisor.
3. To plan TSYG's monthly lounge nights.
4. To work in coordination with your board counterpart to fulfill the responsibilities of your job and assist them in program planning.
5. Act as a primary resource of committee members for larger scale programs.
6. Act as a liaison to the incoming freshman class as well as to the general membership of TSYG.
7. To attend TSYG events and be an active participant.
8. Participate in regular leadership development activities.

* This position still requires a Letter of Intent from all interested candidates; however a speech is not necessary.

**GOOD LUCK TO EVERYONE! BE SURE YOU HAVE ALL INFORMATION IN
TO MELISSA ON TIME IF YOU WISH TO RUN!**

POSITION	NAME	PHONE #/EMAIL
President	Josh Thorner	C- (720) 589-2956 jthorner39@gmail.com
Programming VP	Lucy Adlen	C- (720) 371-1198 lucyadlen87@gmail.com
Social Action VP*	--	--
Religious and Cultural VP	Macey Schwartz	C- (303) 525-9623 omigodugays234@gmail.com
Membership VP	Charlye Reiner	C- (303) 548-4950 charlyer5@icloud.com
Communications VP	Lucy Meyer	C- (720) 366-4442 lucyrosemeyer6@icloud.com
Special Projects Coordinator*	--	--
Leadership Development Team	Cora Kronberg	C- (303) 947-3743 cora.kronberg@gmail.com
Leadership Development Team	Sarah Kerstein	C- (720) 390-0188 shkerstein@yahoo.com

**We do not currently have the positions of SAVP of SPC filled. If you are interested in running for Social Action Vice President, please contact Josh Thorner. If you are interested in running for Special Projects Coordinator, please contact Jonathan Sagel (720-626-6252, or jsagel03@gmail.com)*