



## **PARTY Board Packet 2012-2013**

### ***For current 8<sup>th</sup>-11<sup>th</sup> Graders***

Dear prospective PARTY Board Member:

MAZEL TOV! By reading this packet, you are taking the first step on your leadership journey at Congregation Kol Tikvah.

**This packet contains very important information for those people interested in serving on the PARTY Executive Board or the PARTY General Board.**

If you are interested in running for a position on the PARTY Executive Board or being appointed to the PARTY General Board, please read, complete and return this packet to Megan Usow, Director of Youth and Family Programming by Monday, February 13<sup>th</sup>, 2012 at 6:00pm. Please remember that **NO LATE APPLICATIONS CAN BE ACCEPTED.**

#### **WHO IS ELIGIBLE?**

Individuals who are Jewish and members in good standing, in their own right or through family membership, of Congregation Kol Tikvah, and are paid members of PARTY entering 9<sup>th</sup> – 12<sup>th</sup> grade in 2012 for the General Board or 10<sup>th</sup> – 12<sup>th</sup> grade for the Executive Board.

#### **WHAT POSITIONS ARE AVAILABLE?**

The following Executive Board Positions will be elected at the PARTY Elections Banquet to be held on Monday, February 27, 2012 from 5:30pm-8:00pm.

President  
Programming Vice-President  
Social Action Vice-President  
Religious and Cultural Vice-President  
Communications Vice-President  
Membership Vice-President

In addition, appointments will be made to the PARTY General Board.

The PARTY General Board consists of grade level representatives, committee chairs, and PARTY members who want to take part in leading, planning and implementing the PARTY program in 2012/2013. Incoming 9<sup>th</sup> graders are also eligible to serve on the General Board. All General Board positions are appointed – not elected – and all PARTY members who turn in a Completed Board Packet (including attending one of the Board training workshops) will have earned an appointment to the General Board.

## HOW DO I PROCEED?

All candidates for election to the Executive Board and all candidates for appointment to the General Board must turn in a Completed Board Packet to Megan Usow by **6:00 PM on Monday, February 13, 2012**. Forms must be signed by you, your Parent, Rabbi Boxman and Debbie Hafetz. You and your parents' signatures indicate understanding of the responsibilities of the office you are seeking, as well as your parent's approval for you to run. Signatures of Rabbi Boxman and Debbie Hafetz indicate their belief that you will perform your Board responsibilities to the best of your ability.

## ELECTION PROCEDURES

- 1) Campaigning will in no way, shape, or form be allowed. Any evidence of campaigning, either by the candidate or supporters, can result in dismissal from candidacy.
- 2) Executive Board candidates must declare the position they are seeking on the Board Application.
- 3) Candidates for Executive Board may also declare an intent to run for ONE alternate position (drop-down) in the event he or she is not elected to his or her first choice position.
- 4) The position or positions a candidate chooses to run for are considered final upon acceptance of the candidate's Completed Board Packet. No changes will be accepted after the application deadline, and nominations will not be accepted from the floor.
- 5) Candidates do not have to be present at elections. In this situation, the PARTY President will make arrangements as needed in conjunction with the Youth Director.
- 6) Candidates will have the opportunity to give a 2 minute speech in front of his or her peers at our PARTY Election Banquet on Monday, February 27<sup>th</sup>.
- 7) Candidates will be elected by the majority of the votes cast. Winners of the election will be announced immediately following the vote.
- 8) Co-Candidates are permitted for Executive Board Positions. Each candidate must complete his or her own board packet and a joint letter of intent must be submitted.
- 9) Parents are welcome and encouraged to attend the Election Banquet.

### **A Completed Board Packet is turned in on time and includes the following:**

1. **Your completed Board Application for 2012-2013**
2. **Your attendance at one (1) Board Training Workshop.**  
Sunday, January 22<sup>nd</sup> Noon-1:00pm **or** Monday, February 6<sup>th</sup> at 4:00pm-5:00pm **or**  
Sunday, February 12<sup>th</sup> at Noon-1:00pm
3. **Your Letter of Intent**  
*1 page explaining your desire to run & qualifications for the position that you seek- if you intend to drop down to another position you must complete a letter of intent for each position.*
4. **Your signed Brit Kehillah (Code of Conduct)**
5. **A \$36.00 deposit towards your PARTY Chai dues for 2012-2013.**  
*Enrollment in the PARTY Chai Program for 2012-2013 is a requirement to run for PARTY Board. Special arrangements can be made by speaking to Rachel Horowitz. Please make checks payable to Congregation Kol Tikvah.*

***PARTY EXECUTIVE and GENERAL BOARD APPLICATION (Please print)***

Name: \_\_\_\_\_ Grade (2012 – 2013): \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PARTY EXECUTIVE BOARD** – (open to PARTYites entering 10<sup>th</sup> – 12 grade).

*Please read the responsibilities of each position, carefully consider your choice, and clearly write the number “1” next to your first choice. Candidates have the opportunity to run for ONE alternate position in the event they are not elected to their first choice. If you would like to drop down to an alternate position, please clearly write the number “2” next to the alternate position you seek.*

**The PARTY Executive Board position I am seeking is:**

- \_\_\_\_\_ President
- \_\_\_\_\_ Programming Vice-President
- \_\_\_\_\_ Social Action Vice-President
- \_\_\_\_\_ Religious & Cultural Vice-President
- \_\_\_\_\_ Communications Vice-President
- \_\_\_\_\_ Membership Vice-President

**PARTY GENERAL BOARD** – (open to PARTYites entering 9<sup>th</sup> – 12<sup>th</sup> grade).

*Candidates desiring to serve on the PARTY General Board, please check the space below indicating that you have read the responsibilities of this position and you are willing to serve on the General Board.*

*Note: Candidates for Executive Board should not select General Board as an alternate position. It is assumed that you will serve on the General Board if not elected to the Executive Board. You do not have to run for Executive Board in order to be appointed to the General Board.*

\_\_\_\_\_ I am seeking appointment to the PARTY General Board.

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By signing below, I acknowledge I understand the requirements of the office I seek, and, if elected I will devote the time and energy necessary to fulfill my responsibilities. I am confident that I will be able to attend most, if not all, of the events on the PARTY Calendar.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

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I understand the time and financial commitments involved in serving as a member of the PARTY Board, and I will do my best to enable my child to perform the duties of the position he/she seeks. My child and I understand that this COMPLETED application is due no later than **6:00 p.m. on Monday, February 13, 2012** and that late or incomplete applications will not be accepted.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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I know this applicant personally, and I am confident that he/she will fulfill, to the best of his/her ability, the responsibilities of the position indicated above.

Signature of Rabbi Boxman: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Debbie Hafetz: \_\_\_\_\_ Date: \_\_\_\_\_

## **PARTY EXECUTIVE BOARD RESPONSIBILITIES**

### **PRESIDENT:**

- To call and preside over all PARTY Executive Board Meetings.
- To guide the PARTY Executive Board in the proper execution of their aims and purposes.
- To be directly responsible for the execution and implementation of the Constitution of this organization, and any adjunctive rules.
- To supervise the Executive Board in their respective duties.
- To attend Congregation Kol Tikvah meetings deemed appropriate by the Adult Leadership.
- To Serve on the General Board of NFTY-STR.
- To meet regularly with Adult leadership.
- To attend all PARTY events where possible, or arrange for a Board representative in his/her absence.
- To serve as a role model for all PARTYites, and appropriately represent PARTY to others, both within and beyond Congregation Kol Tikvah.
- To take on any additional responsibilities which may be necessary to fulfill any of the above responsibilities.

### **PROGRAMMING VICE PRESIDENT:**

- To take the place of the President when necessary.
- To educate all members of PARTY on the range of programs PARTY and NFTY have to offer, as well as to be a resource for materials and information on these programs.
- To act as a consultant in the planning of programs for both PARTY meetings and trips.
- To serve on any committees as deemed necessary by the President and/or Adult leadership.
- To implement the NFTY TikkunOlam Program should it exist.
- To meet regularly with Adult leadership.
- To attend all PARTY events and meetings when possible.
- To serve as a role model for all PARTYites, and appropriately represent PARTY to others, both within and beyond Congregation Kol Tikvah.
- To take on any additional responsibilities which may be necessary to fulfill any of the above responsibilities.

### **SOCIAL ACTION VICE PRESIDENT:**

- To keep all members of PARTY informed on various Social Action issues, as well as the NFTY Social Action theme should it exist.
- To plan and implement both on-going and sporadic Social Action programs for the members of PARTY.
- To serve on any committee as deemed necessary by the President and/or Adult leadership, including, but not limited to, the Mitzvah Day committee.
- To meet regularly with Adult Leadership.
- To attend all PARTY events and meetings when possible.
- To serve as a role model for all PARTYites, and appropriately represent PARTY to others, both within and beyond Congregation Kol Tikvah.
- To take on any additional responsibilities which may be necessary to fulfill any of the above responsibilities.

### **RELIGIOUS AND CULTURAL VICE PRESIDENT:**

- To keep all members of PARTY informed on various religious and cultural issues, as well as the NFTY study theme should it exist.
- To oversee the planning and implementation of all worship services for PARTY events and functions.
- To oversee the planning and implementation of all worship services for PARTY events and functions.
- To oversee the planning and implementation of at least one religious or cultural event program per PARTY calendar year.
- To serve on any committees deemed necessary by the President and/or Adult leadership.
- To meet regularly with the Adult Leadership
- To attend all PARTY events and meetings when possible.
- To serve as a role model for all PARTYites, and appropriately represent PARTY to others, both within and beyond Congregation Kol Tikvah.
- To take on any additional responsibilities which may be necessary to fulfill any of the above responsibilities.

### **MEMBERSHIP VICE PRESIDENT:**

- To oversee the planning and implementation of programming designed to increase membership.
- To supervise the grade level representatives, should there be any, in their efforts to reach out to current and potential members.
- To contribute to programming designed to engage and maintain current members.
- To serve on any committees as deemed necessary by the President and /or Adult leadership.
- To meet regularly with Adult Leadership.
- To attend all PARTY events and meetings when possible.
- To serve as a role model for all PARTYites, and appropriately represent PARTY to others, both within and beyond Congregation Kol Tikvah.
- To take on any additional responsibilities which may be necessary to fulfill any of the above responsibilities.

### **COMMUNICATIONS VICE PRESIDENT:**

- To take minutes in accordance with the latest version of Robert's Rules of Order at all PARTY Executive Board and General Business meetings, and publish them in a timely fashion.
- To oversee the dissemination of all information regarding upcoming events and activities to all PARTY members, including but not limited to, flyers, e-mail, facebook updates, tweets and phone calls.
- To serve on any committees as deemed necessary by the President and /or Adult leadership.
- To meet regularly with Adult leadership
- To attend all PARTY events and meetings where possible.
- To serve as a role model for all PARTYites, and appropriately represent PARTY to others, both within and beyond Congregation Kol Tikvah.
- To take on any additional responsibilities which may be necessary to fulfill any of the above responsibilities.

### **PARTY GENERAL BOARD MEMBER RESPONSIBILITIES**

- To chair or serve on one or more committees that interests you and your leadership skills.
- To communicate with the Executive Board member who oversees the committee you chair.
- To meet regularly with Adult leadership.
- To attend all PARTY events and meetings when possible.
- To serve as a role model for all PARTYites, and appropriately represent PARTY to others, both within and beyond Congregation Kol Tikvah.
- To take on any additional responsibilities which may be necessary to fulfill any of the above responsibilities.

## Board Training Workshop

I have attended the following Board Training Workshop. I understand that attendance at ONE of the following workshops is a requirement of being eligible to run for Executive Board and/or General Board.

\_\_\_\_\_ Sunday, January 22<sup>nd</sup> from Noon to 1:00 p.m.

\_\_\_\_\_ Monday, February 6<sup>th</sup> from 4:00 p.m. to 5:00 p.m.

\_\_\_\_\_ Sunday, February 12<sup>th</sup> from Noon to 1:00 p.m.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

## Letter of Intent

Please write a brief one-page statement explaining why you would like to be elected to the Executive Board or appointed to the General Board. If you are running for Executive Board and have selected a drop down position, please write a letter of intent for *each* position.

Your Letter of Intent should include answers to the following questions:

1. Why do you want to serve on the PARTY Board?
2. Why have you chosen this position?
3. What goals do you have for PARTY and for the position you seek?
4. How do you hope to accomplish these goals?
5. What experience do you have that qualifies you for the position you seek?

## LLTI

Newly elected Executive Board Members should plan on attending the NFTY-STR Liz Leadership Training Institute Kallah (LLTI) from April 27<sup>th</sup> - April 29<sup>th</sup>, 2012 at Temple B'nai Israel in Clearwater, Florida.

**Youth Department – Congregation Kol Tikvah  
Brit Kehillah – Code of Conduct**

I will promote the creation of a religious youth community based on mutual respect and a sense of personal well being. I have read the following rules, designed to promote the health and safety of all participants, and have indicated my unqualified acceptance by my signature and that of my parent/guardian. I understand that appropriate consequences will result from breaking this Code of Conduct.

1. I will not possess, consume, or distribute alcoholic beverages.
2. I will not possess, use, or distribute any illegal drug or drug paraphernalia.
3. I will not smoke, consume, or distribute tobacco products of any kind.
4. I will attend and participate fully in the entire class, event, or program, unless otherwise agreed upon by the Youth Director. I will arrive on time, stay until the end, and remain in the class, event, or program premises at all times.
5. I will not commit any illegal act. I understand that vandalism, disturbing the peace, or other inappropriate behavior, as determined by the adult leadership, will not be tolerated. I understand that I will have to pay for any damage that I cause. I understand that gambling is not allowed, except for fundraisers approved by the adult leadership.
6. On overnight trips or programs, I will abide by the curfew announced by the adult leadership. I will report to my assigned sleeping arrangements, and will not go into the room, cabin, or sleeping area of members of the opposite sex.
7. I understand that visitors must be approved in writing by the Youth Director. Specific events allowing for guests will be announced by the adult leadership.
8. I understand that I am not to obtain any permanent body alterations, such as piercing or tattooing, while attending a Congregation Kol Tikvah class, event, or program.
9. I agree to refrain from any inappropriate sexual behavior.
10. I agree to abide by any additional rules, pertinent to a specific event, which may be announced, and to accept the consequences of the violation of any rules. I understand that I represent myself, my family, and Congregation Kol Tikvah at all times.

I understand that if I break any of the rules above, or the rules stated in the PARTY Constitution, there will be repercussions that include, but are not limited to, being impeached from the PARTY Board. I understand that I am a representative of NFTY, Congregation Kol Tikvah and the Youth Department both when I am in the building and when I am not in the building. I know that others look up to me, and I will be mindful of my actions all of the time to honor the leadership position that has been entrusted to me.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_