

## Shalom Prospective PARTY Board Candidates!

It's time for us to start the election process for next year's board. In this letter I will explain how the election process will work: how to run, what to be prepared for, and what will be expected of you as a candidate. First and foremost, elections will be held on June 4<sup>th</sup>, from 10:00am-12:00pm. There are no prerequisites to be elected; anyone has the opportunity to run for PARTY board. The positions are: President, Vice President (VP), Social Action Vice President (SAVP), Religious and Cultural Vice President (RCVP), Membership Vice President (MVP), Communications & Publicist, 10th Grade Representative and 9th Grade Representatives and Treasurer, Secretary.

While the PARTY board is open to all PTS members, it is a duty not to be taken lightly. PARTY board is a huge responsibility and an even bigger commitment. It is safe to assume that PARTY board obligations will take up **at least** one third of your weekends during the school year as well as many hours during the school week. Aside from attending **ALL** PARTY Events, you are expected to attend PARTY events and performing the tasks unique to your position, each board member must attend a board meeting prior to every event. As a PARTY board member, school and family are the only things that come before PARTY, which means that PARTY **must** be the priority of all extracurricular activities. PARTY board is a fun, amazing, and completely rewarding experience, but not a job to be taken lightly.

Good luck to all of you running for PARTY board and I look forward to hearing from all prospective candidates. Please email me with any questions you have.

B'shalom,  
Lianna Lifson

### Board Positions and Responsibilities

#### President:

- Teen voice to adult leadership/boards;
- Attends Meetings with the Youth Director Twice a month
- Runs monthly meetings
- Heads PARTY Board phone trees
- Holds other Board members responsible
  - Makes sure events are planned for, fliers are sent out
  - Communicates with board members about attendance at events and board meetings
- Creates & Forms Leadership Programs for Board with Youth Director and Vice President

***The Paradox of Presidency:** The president delegates all responsibility, and thus does nothing. At the same time, a president is aware of all that is happening and makes sure it gets done and is done well, thus doing everything. The key to being president is maintaining a balance between the two!*

*—from NFTY's Roles and Responsibilities of the TYG Board*

#### Vice President:

- Fills in for President in President's absence
- Manages PARTY calendar (from SATs and other standardized tests, JCC, schools, NFTY, BBYO, holidays and other PTS events and organizations) and coordinates calendar with Publicist;
- Creates & Forms Leadership Programs for Board with President
- Checks in with board members in charge of each month's event to make sure plans are on task.

#### Social Action Vice President:

- Organizes *tzedakah* for each event
- Organizes one/two big social actions events per year;
- Coordinates with NFTY year themes.

#### Religious/Cultural Vice President:

- In charge of Teen Shabbat
- Develops a religious activity for each event
- Educates Board and PARTY in religion & spirituality: e.g., prayer-begin and end;

**Membership Vice President:**

- Organizes member programming
- Runs calling of members for events
- Oversees Grade Reps
- Heads up mailings
- Recruits new members
- Creates attendance goals for each event

**Communication & Publicist:**

- Writes or delegates Bulletin Column
- Writes upcoming events blurb for e-schmooze (work with Youth Director on both of these);
- Creates/updates PARTY Facebook and website
- Takes pictures at events and throughout the year (submits a few to Bulletin);
- Manages website with help of Youth Director
- Creates Fliers for Events

**Treasurer:**

- Works with advisor to manage budget
- Organizes/Researches fundraising opportunities
- In charge of PARTY merchandise, from conception to distribution
- Collects money at events

**Secretary:**

- Takes notes at monthly meetings and e-mails them to board afterward;
- Organizes contact information for all board and PARTY members;
- Maintains PARTY list-serve and works with advisor to strengthen e-communication;
- Writes thank-you notes

**Each Grade Representative:**

- Works to recruit and retain members in grade
- Informs Board of particular interests of grade
- Reaches out to teens not registered in Religious School
- Overseen by Membership V. P

**Upper-class Rep:**

- Reports upcoming events to Confirmation Class
- Helps upper class stay connected post-Confirmation

**8th and 9th Grade Rep:**

- Helps identify upcoming 8th graders and engage 9th graders as new members
- Reports upcoming events to religious school class

**Getting Ready for Elections**

There are two ground rules to take into consideration during the election process: **NO CAMPAIGNING** and **NO NEGATIVE SPEECHES TOWARDS OTHERS**. These rules are established by NFTY taken extremely seriously. All prospective candidates will be required to do **TWO** things before Elections.

- (1) Each candidate is required to contact **Lianna Lifson** ( Email [llifson@sholom.org](mailto:llifson@sholom.org) or call 650-697-5579) to discuss his or her intent to run and the responsibilities associated with the position by **5:00 P.M. May 31<sup>st</sup>**.

- (2) Each candidate must also write a letter of intent. This letter should state which position the candidate intends to run for and any other information he or she would like to share with the board. While you are free to delve into your platform as much as you wish, please remember that you will also have the opportunity to give a speech. The letter should be more like your introduction to the Board and what you plan to offer the Youth Group and the Synagogue. A packet of all the candidates' letters of intent will be posted online prior to the event as well as handed out to all voting delegates at Elections

Please feel free to contact Lianna Lifson for more information. **The letter must be submitted via email to Lianna ([llifson@sholom.org](mailto:llifson@sholom.org)) by 5:00 P.M on May 31st.**

#### **At Elections**

- Each candidate will be given four minutes to give a speech to the region illustrating his or her plans for board. **The speeches will be cut off at four minutes.**
- The content of the letter and the speech is up to each candidate. All PARTYites attending elections will hear candidate speeches.
- Please mail, scan and email, or drop off the Board Application to the religious school office (PTS attn: Lianna Lifson 1655 Sebastian Drive, Burlingame CA 94010 or [llifson@sholom.org](mailto:llifson@sholom.org)) with **ALL REQUIRED SIGNATURES.**

#### **General Expectations of PARTY Board Members**

**Role Model-** Recognize that the members of your Board and synagogue look to you to set an example. Be aware of your behavior and attitude at all times, even when you are not actively leading, because it will rub off on those around you. Also lead by example even more so when it comes to issues outlines in the NFTY *Brit Kehilla*.

**Approachability-**Board Members need to be approachable at all times. PARTYites should know how to reach you, and most importantly, feel comfortable doing so. At events, it is easy to spend your down time with your close friends, but it is important to remember that you are there for the entire region, and that everyone should feel included by you. There are *always* new people to meet and get to know. Being a PARTY board member is all about making that personal connection.

**Attendance-**As a role model, you should be attending all PARTY events, NFTY events, meetings, and conference calls. By running for PARTY Board, you are making a commitment that PARTY will be your primary extra-curricular activity.

#### **Responsibility for Positions**

All newly elected officers to the PARTY Board will be evaluated during the year on their performance/attendance/attitude. If a PARTY Board member is not living up to the standards required **being** an elected official, the officer in question will meet privately with Lianna Lifson. If the officer continues to ignore their responsibilities of their position, a special meeting will be called of the PARTY Board to discuss the officer's future on the Board. It is possible that a vote of no confidence would be held and the officer will be asked to step down from their position.

#### **A Note on Absentee Candidacies**

Those of you who will not be able to attend Elections, but still wish to run for PARTY board may participate as fully as possible in the elections process. However, it is important that these candidates notify Lianna as soon as possible so that further arrangements can be made. Like all other candidates, Absentee Candidates must submit a letter of intent. These candidates must submit a 4-minute speech on video, which will be played during speech time as if the candidates were present (as well as a 3-minute drop-down speech if they are dropping down). Only the person running may participate in the video. Absentee Candidates will be notified of the results of their election(s) via telephone and email as soon as possible.

#### **A Note On Drop-Downs**

If a candidate loses his or her primary election, candidates may drop down **once** to a position **lower** on the gavel order. Drop-downs are a candidate's last chance to be elected to the PARTY board for the coming year. Candidates who intend to drop down upon loss of their primary election will notify Lianna in private during the elections. Drop-down speeches are limited to **3 minutes**.

## **PARTY Board Application**

Position you are running for: \_\_\_\_\_

Elected Position (if applicable) \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Gender: \_\_\_\_\_ Grade: \_\_\_\_\_

### **Spring 2011**

I, \_\_\_\_\_, understand that serving on the PARTY Board is an extremely exciting, rewarding and educational experience. I also understand that it will require considerable time, responsibility and dedication. I realize that by assuming this position I will be expected to travel, to and attend ALL board meetings, PARTY events and other functions. I also understand that these programs will take place in various locations. I further realize that I am expected to work with the Youth Director on a regular basis.

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

---

I understand that being on PARTY Board is a major time commitment. The term of office begins on June 4th, 2011 and concludes at Spring 2012. I realize that PARTY Board members are required to attend ALL board meetings and PARTY events. I am supportive of my teen's involvement on the PARTY Board. I am willing to provide or arrange for transportation to and from events and board meetings when necessary. I am confident that my teen understands the expectations for PARTY Board members.

Signature of Parent: \_\_\_\_\_

Please return this form by **May 31st** to:

**Lianna Lifson**

llifson@sholom.org