

**** MEMORANDUM--PLEASE READ ****

TO: ALL CBS USY MEMBERS (8TH – 11TH GRADE)

FROM: Melissa Kaplan, Youth Advisor
Seth Schrank, Youth VP

DATE: APRIL 2022

RE: CBS USY ELECTIONS for 2022-2023

Dear Prospective Candidate:

Please read this information carefully so you will fully understand the responsibilities of the CBS Board.

Being a leader and serving on the CBS USY Executive Board can be a great learning experience; an opportunity to plan programs for your friends, to encourage others to attend the programs you have developed, and to learn valuable skills. Most importantly, serving on CBS USY's Executive Board can be lots of FUN!

Enclosed in this packet you will find information about running for a position on the CBS USY Executive Board. There are expectations included in this packet that we would like to highlight for you before you continue the application process of running for a board position. We do not mean to scare you away, but we want you to understand that by running for CBS USY's Executive Board, you are making a **commitment** to CBS USY.

Being an executive board member requires that you dedicate time to CBS USY and Congregation Beth Shalom. Being a board member requires you to plan and take ownership of programs (this means everything from planning, to running the program and even assisting with clean up!). In addition, making phone calls to our members and other board members, providing "hospitality" to members at programs and participating in our chapter, regional and international events are expected.

Your academic schoolwork and family obligations should *always* be your first priority, however, if you commit to holding an Executive Board position, **USY should be your next priority following schoolwork and family obligations.** If you feel you cannot dedicate the necessary time to CBS USY, we encourage you to apply to our general board, forming in the fall, that will also provide an opportunity for leadership.

CBS USY will hold elections for the 2022-2023 school year on Thursday, May 12, 2022 at 7:00 PM in the Gloss Youth Lounge. ****If you are running, you must schedule a brief one-on-one meeting with Seth or Melissa before May 9th****

Enclosed in this packet you will find:

- "STANDARDS FOR CANDIDACY" that describes the standards you must meet to be a candidate for office
- "CAMPAIGN PROCEDURE" that explains the election process
- "CBS USY EXECUTIVE BOARD POSITION RESPONSIBILITIES" that outlines the responsibilities for each position - please remember this is just a basic description--you can expand a job greatly!

If you have questions about any position, please call Melissa at 847.222.3422 – she can talk to you about each position and answer any questions you may have. Each position is a wonderful opportunity to learn new leadership skills and to share and develop those you already have.

******All potential candidates and at least one parent must attend the mandatory Candidate & Parent Information meeting on May 5, 2022 at 5:45pm** in the Gloss Youth Lounge.****

Our formal installation ceremony will be held on May 19, 2022 at 6:30 PM that you are expected to attend. **If elected, each 2022-2023 officer must also attend our *calendar/planning meeting for the 2022-2023 School Year.* This meeting will take place at a date TBA in June.**

Candidates for office must have:

1. Been a member in good standing of CBS USY during preceding year
2. Attended of at least 75% of all chapter functions in preceding year
3. Attended of at least 1 religious service per month in preceding year
4. (Chapter President Only) Must have been a CBS USY Executive Board member for at least one year

REQUIREMENTS FOR AN ELECTED OFFICER

- 1. Attend at least 90% of all CBS USY activities unless otherwise excused by the Youth Advisor.**
2. Attend 100% of all monthly CBS USY Executive Board meetings unless otherwise excused by the Youth Advisor.
3. Attend at least one (1) Shabbat service and one (1) weekday service per month.
4. Must be engaged in continuing Jewish education e.g., enrolled in CBS High, Jewish Day School, or Hebrew in you high school. (Questions? Ask Melissa or Seth)
5. Must fulfill the responsibilities of the office held, which are individually listed on "CBS USY EXECUTIVE BOARD POSITION RESPONSIBILITIES."
6. Must attend Regional conventions and have a presence at regional programs, representing CBS USY as a positive role model and adhere to the CHUSY REGION CODE OF CONDUCT.
7. Should attend USY International Convention.
8. Must make weekly phone calls to members to promote upcoming events.
9. Must commit 1-2 hours a week to planning programs or working on projects related to your position. This time is in addition to attendance at programs, board meetings, or time spent making phone calls.
10. Must cooperate in the overall running of the chapter, including setup and cleanup of events.
11. Must represent CBS USY to Congregation Beth Shalom, particularly through attendance at joint programs.
12. Must assist in planning at least one program every two months. This includes coordinating with the Executive Vice President during all parts of the programming process, including idea generation, creation of a formal program write-up, set up, clean up, and leadership during the program. This requirement may not apply to the Chapter President or Executive Vice President, who shall oversee all programming.

CAMPAIGN PROCEDURE

1. The Candidate Information Sheet & Parent Agreement is due no later than **Monday, May 2, 2022. LATE INFORMATION SHEETS WILL NOT BE ACCEPTED.**

This form must be either:
 - Mailed to CBS YOUTH, 3433 Walters, Northbrook, IL 60062
 - Placed in the mailbox of YOUTH in the Main Office of Congregation Beth Shalom
2. Any false information will automatically eliminate the applicant from eligibility to run for a position on the CBS USY Executive Board
3. Absolutely no campaigning will be permitted until after applicants are notified of their candidacy. There will be no "vicious" campaigning and no campaigning on Shabbat and holidays.
4. There is a \$5 campaign expense account limit. Any candidate that exceeds this limit will forfeit his/her eligibility. Should candidates purchase any items for their campaign, a receipt should be retained for proof of expenses and must be surrendered upon request by the Youth VP or Youth Advisor.
5. SPEECHES: All speeches will be given at CBS USY Elections on May 12, 2022. Candidates for President will give a speech of no more than 5 minutes. All other candidates' speeches will not exceed 3 minutes. A copy of your speech must be submitted to the Youth Advisor (hard copy or email) for review by May 5, 2022.

CBS USY EXECUTIVE BOARD POSITION RESPONSIBILITIES

President

- shall organize and coordinate the activities of CBS USY
- shall see to it that others accept responsibility and follow through with their commitments
- shall work closely with CBS USY Executive and General Boards
- shall conduct at least one Executive Board meeting per month
- shall be the presiding officer at all CBS USY activities
- shall guide the group's direction, keep it on the right path, fulfilling the group's goals and aims
- shall write and deliver a speech at Yom Kippur Youth-led Mincha and Installations
- shall act as CBS USY's liaison to the Chicago USY Region ("CHUSY") and International USY
- shall attend all regional events and as many International events as possible
- shall commit an additional 4-6 hours per week of work for CBS USY outside of attendance at board meetings or programs

Executive Vice President

- shall oversee all chapter programming, even if there has been a Chair-person appointed
- shall inform the Executive Board members of details of all programming in a timely fashion
- shall actively recruit participation in programming
- shall encourage members to help in planning programs
- shall ensure that programs are set up, carried out, and cleaned up
- shall aid the President and take over CBS USY in times of the President's absence
- shall assist the President in making sure all other officers follow through in their duties

Israel Affairs Vice President

- shall promote Israel awareness in our chapter
- shall inform our chapter of the current events in Israel
- shall oversee all Israel programming
- shall create an "Israel Update" for presentation at chapter programs
- shall work with the Regional Executive/Israel Affairs VP and/or CHUSY region sh'lchim to share and develop programs for our chapter
- shall encourage members to attend the Regional Israel Shabbaton
- shall encourage members of CBS USY to attend USY Israel Pilgrimage and other summer programs
- may create an Israel newsletter for our members

Membership/Kadima Vice President

- shall be responsible for membership retention and recruitment
- shall work with the Executive Vice President to create programs which appeal to and meet the needs of the general membership
- shall plan and execute all membership drives or other programs to increase recruitment/retention
- shall set a positive example for Kadima/Chaverim/Nitzanim participants
- shall be able to hand out fliers and "talk up" upcoming programs in the Religious School
- shall recruit CBS USY members to act as "junior staff" members at Kadima, Chaverim and Nitzanim events, as needed
- shall actively recruit 8th grade members to CBS USY during first semester for 8th grade only programs and second semester for regular USY chapter and regional programming
- may attend Kadima/Chaverim/Nitzanim programs to promote our youth groups

Religion/Education Vice President

- shall oversee Religion/Education programming for the chapter
- shall promote awareness of Conservative Jewish customs and practices, making sure they are followed at all USY programs
- shall have general knowledge of Jewish rituals and customs as well as basic davening skills
- shall ensure that all board members fulfill the service attendance requirement
- shall encourage members to participate in services and assist these members in learning new skills
- shall oversee the planning for the Rosh HaShanah Teen Discussion
- shall oversee the planning for the Yom Kippur Youth Mincha Service
- shall oversee the planning for the Teen Shabbat services

Social Action/Tikun Olam Vice President

- shall heighten awareness of what social action is by developing appropriate programming with the Executive Vice President
- shall oversee all social action programming for the chapter and shall lead the involvement of CBS USY in community and synagogue social action events
- shall oversee all Tikun Olam projects (fund raising events for charity)
- shall encourage members to raise money for and attend the Regional Tikun Olam Marathon
- shall allocate raised Tikun Olam funds to various charities with consultation of CBS USY Executive Board
- shall actively pursue new and creative ways to raise money for Tikun Olam

Communications Vice President

- shall keep full and complete minutes of all meetings of CBS USY Executive Board Meetings and shall email these minutes to all board members in a timely manner
- shall keep rules and regulations of CBS USY in an orderly codified fashion and distribute an updated version at least once a year.
- shall be responsible for ascertaining that attendance and photographs are taken at all events
- shall create a CBS USY yearbook/scrapbook
- shall be responsible for helping with the CBS USY website
- shall be responsible for writing or asking other members to write CBS USY's regular contribution to Harakevet, the CHUSY regional newsletter
- shall be responsible for the Youth bulletin board
- may send birthday cards to all CBS USY members
- may create a chapter newsletter

Freshman Representative(s)

- shall represent the Freshman class on the Executive Board
- shall work with the Membership/Kadima Vice President on Freshman recruitment
- shall have regular phone or email correspondence with other Freshmen
- shall encourage Freshmen to participate in Regional programs and find ways to help them feel comfortable

IMPORTANT DATES

May 2, 2019 – Candidate Information Sheets & Parent Agreements Due to the Youth Office

May 5, 2022 at 5:45pm - Mandatory Candidate & Parent Information meeting

May 12, 2022 at 7pm- CBS Executive Board Elections

May 19, 2022 at 6:30 PM –Installation Ceremony

CBS USY EXECUTIVE BOARD CANDIDATE INFORMATION SHEET ~ 2022-2023

Name _____ Grade _____ Age _____

Address _____

City _____ State _____ ZIP _____

Home Phone _____ Cell Phone _____

Email _____

Parent's Names _____

Parent's Email _____

The position I would like to run for _____

Please answer the following questions on a separate page. Please type your answers.

1. What positions, if any, have you held in CBS USY?
2. What percentage of CBS USY programs did you attend in 2021 - 2022?
3. Which Regional or International programs have you participated in?
4. What are your Religious Skills? (Ability to lead services/blessings/prayers/read Torah/etc)
5. Write a Brief Statement (no more than 150 words) illustrating your commitment to Judaism and USY and goals as a CBS USY Executive Board member for the position you are interested in running for.
6. If you have applied to run for CBS USY Executive Board, but do not win, would you consider serving a position on the CBS USY General Board? Please explain your answer.

What conflicts (extracurricular activities, jobs, etc.) do you have that would conflict with your responsibilities and duties as an Executive Board member? Keep in mind that CBS USY Executive Board members must attend **90% of all chapter programs and board meetings, all regional programs and should attend the USY International Convention.** Please fill out the grid below to indicate your extra curricular activities.

Be as specific as possible.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SHABBAT
FALL							
WINTER							
SPRING							

INTENTION TO DROP DOWN: The President shall ask if any candidate who has been defeated for an office if they wish to drop down to run for another office. No one will be allowed to drop down more than once. Each candidate, in writing, prior to the election, must state their intention to the Chapter President and Youth Advisor. Do not state this on your information sheet.

Candidate Agreement:

I have read the description of the office I wish to hold. I understand that being on the CBS USY Executive Board will require certain commitments to meetings, programs and extra time for program planning. I agree to perform these duties to the best of my ability. **After schoolwork and family obligations, I will make USY the priority in my schedule for 2022-2023.**

USYer Signature

Date

_____ (USYer initial) I will attend the **Candidate & Parent Information meeting on May 5, 2022 at 5:45pm.**

Parents: Do not sign until you have read the job qualifications!

Parent Agreement:

I understand that my son/daughter has expressed a desire to hold an office on the CBS USY Executive Board. If s/he is elected, I understand that s/he will be involved in approximately 6-8 programs/lounges/meetings per month, plus an additional 3-5 hours per week. I will encourage and support him/her to perform his/her duties to the best of his/her ability.

Parent Signature

Date

_____ (Parent initial) I will attend the **Candidate & Parent Information meeting on May 5, 2022 at 5:45pm.**