

Responsibilities & Duties:

President

1. Attend all bi-monthly board meetings (every other Tuesday from 5:30-6:30 p.m.)
2. Meet with youth advisor for 30 minutes before every board meeting or as needed;
3. Serve as youth group representative on the Executive Board of Temple Beth El, and attend meetings once a month;
4. Attend all events hosted by BESTY Youth Group;
5. Attend LTI weekend in the fall and Spring Conclave in the spring, as well as National Convention if possible;
6. Preside over all board meetings, and exercise direct supervision of all the members of the Executive Board;
7. Conduct regular correspondence with the NFTY president and other TYG presidents;
8. Communicates regularly with board members to ensure that each member is fulfilling their duties, as well as to answer any questions;

Programming Vice-President

1. Attend all bi-monthly board meetings (every other Tuesday from 5:30-6:30 p.m.)
2. Perform all the duties of the president in the event of the absence or disability of the President.
3. Attend all events hosted by BESTY Youth Group;
4. Attend the board retreat at the end of August
5. Attend LTI weekend in the fall and Spring Conclave in the spring, as well as National Convention if possible.
6. Serve as coordinator of all programs hosted by BESTY Youth Group. This includes working on calendaring events, being responsible for doing research on events (location, cost, etc.)
7. Communicate with all other members of the BESTY board to ensure that events have input from the RCVP, SAVP, membership, and treasurer. Delegates the responsibilities of publicity, food, mixers, and any other aspect of a youth event program to ensure it runs smoothly and efficiently.
8. Communicates with the President on a weekly basis.

Social Action Vice-President

1. Attend all bi-monthly board meetings (every other Tuesday from 5:30-6:30 p.m.)
2. Attend all events hosted by BESTY Youth Group;
3. Attend the board retreat at the end of August
4. Be responsible for all aspects of Social Action. This includes researching Social Action projects and coordinating the project from beginning to end.

5. Attend Temple Beth El's monthly Social Action board meeting to gather ideas and information on upcoming SA programs in the community
6. Communicate with the president on a weekly basis.

Religious and Cultural Vice President

1. Attend all bi-monthly board meetings (every other Tuesday from 5:30-6:30 p.m.)
2. Attend all events hosted by BESTY Youth Group;
3. Attend the board retreat at the end of August
4. Ensure that all programs and events are infused with Judaism – this includes creating services (Havdalah, Shabbat), formulating a study session (text discussions, speakers) and being a resource for Jewish customs and traditions
5. Attend Sabbath services and other services at Temple Beth El on a fairly regular basis.
6. Communicate weekly with the President.

Membership Vice-President

1. Attend all bi-monthly board meetings (every other Tuesday from 5:30-6:30 p.m.)
2. Attend all events hosted by BESTY Youth Group
3. Attend the board retreat at the end of August
4. Create and maintain a current list of members and non-members in 8th -12th grade
5. Organize a phone tree to make phone calls to members about upcoming events and programs
6. Plan, organize, and implement mixers for events.
7. Welcomes members at events
8. Works with other board members to get new members to join BESTY and to get high attendance at events

Treasurer

1. Attend all bi-monthly board meetings (every other Tuesday from 5:30-6:30 p.m.)
2. Attend all events hosted by BESTY Youth Group
3. Attend the board retreat at the end of August
4. Maintain a list of BESTY members who have paid
5. Help to organize events and budget the costs of each event
6. Work with other members on fundraising events (at least two during the year, more if possible). This includes planning and organizing the event in conjunction with the PVP.
7. Maintain a budget for the youth group, in conjunction with the advisor, which includes collecting money at events, collecting receipts for reimbursement, and helping to balance the BESTY checkbook.
8. Communicate weekly with the President.

Secretary

1. Attend all bi-monthly board meetings (every other Tuesday from 5:30-6:30 p.m.)
2. Attend all events hosted by BESTY Youth Group
3. Attend the board retreat at the end of August
4. Take detailed minutes at each board meeting, including attendance, and notes of all items discussed at the meeting.
5. Keep a typewritten record of all minutes.
6. Read the minutes from the previous meeting at each successive board meeting for approval by the board
7. Communicate with the President weekly.

Historian

1. Attend all bi-monthly board meetings (every other Tuesday from 5:30-6:30 p.m.)
2. Attend all events hosted by BESTY Youth Group
3. Attend the board retreat at the end of August
4. Take pictures at all youth group events and organize photos
5. Write the monthly Temple Talk article, with the assistance of the advisor, to keep BESTY-ites informed of events.
6. Communicate with the Vice President of Programming weekly.

Communications

1. Attend all bi-monthly board meetings (every other Tuesday from 5:30-6:30 p.m.)
2. Attend all events hosted by BESTY Youth Group
3. Attend the Board retreat at the end of August.
4. Maintain an email roster of all BESTY members and Board Members
5. Assist the VP of Membership with the phone tree
6. Help to design flyers and posters to publicize upcoming events
7. E-mail all board members to remind them of upcoming meeting dates and times
8. E-mail all BESTY members to remind them of upcoming event dates and times
9. Communicate with the Vice President of Programming weekly.

Grade-Level Representative

1. Attend all bi-monthly board meetings (every other Tuesday from 5:30-6:30 p.m.)
2. Attend all events hosted by BESTY Youth Group
3. Attend the Board retreat at the end of August.
4. Maintain an e-mail roster of your grade level
5. Communicate with your grade level about upcoming events and get feedback on new events they would like to have.
6. Vocalize ideas and feelings of grade level.
7. Communicate with VP of Membership twice a month.

BESTY INTENT TO RUN FORM:

Name _____

Email _____

Phone Number _____

Cell Number _____

Position _____

Please write in 500 words or less why you want to run for this position.

Please include a picture of yourself for the ballot.

Statement: I understand that I will make the commitment to fulfill the role of BESTY _____. My responsibility, which includes attending at least three BESTY board meetings, three BESTY events and chair at least one BESTY event.

I pledge to enroll as a full member of BESTY which includes paying the student fees.

Teen Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

*As a BESTY board member, you are representing Temple Beth El. You will be a leader in the community as well as a role model for younger students. Please take this responsibility seriously before submitting your application.

Please submit this and other forms to Rabbi Miller both in electronic and paper formats by Thursday, May 20, 2010. Please do not campaign for this election as official ballots will be sent out and available May 24th through May 28th for voting. You will be notified about election results by someone from the Election Committee June 4th. Officers will be installed June 6th from 3-6pm at the BESTY Beach Party.



TEMPLE BETH EL OF SOUTH ORANGE COUNTY 2009-2010 KEHILLAH BEHAVIORAL CONTRACT¹

As we are a Temple Community, dedicated to representing our selves, our Temple and our community with respect, I agree to abide by this covenant—B'rit 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 will treat others with Kavod (honor and respect) because we are created B'tzelem Elohim (in the image of God). I have read the following rules which will apply during the event, designed to promote the health and safety of all event participants, and have indicated my complete acceptance by my signature and that of my parent/guardian.

I will not possess, consume, or distribute alcoholic beverages, other than that served by adult leadership for Jewish sacramental purposes, even if I am of legal drinking age. I will not possess, use, or distribute any illegal drug or drug paraphernalia. I will not smoke or consume or distribute tobacco products at any time. I will attend and participate fully in the entire event, unless otherwise agreed upon with the Rabbi and/or other adult chaperone. I will arrive on time, stay until the end, and remain on the event premises at all times. I will not bring or use any weapons, firearms, or anything that may be construed as a weapon. 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 no gambling is allowed. If an overnight event, I will abide by the event curfew announce by the leadership. After each event session, I will go directly to my assigned room and remain there until the next session. I understand that no guests are allowed at any event, unless they have a medical form and code of conduct form signed by themselves and their parents and their attendance is approved by the Rabbi or the adult leadership. I will abide by all local, state, and federal rules regarding driving and carpooling to, during, or from events. I will not participate in any activities that could be deemed as hazing, sexually harassing, demeaning or hurtful. I agree to refrain from inappropriate sexual behavior. I agree to abide by any additional rules, pertinent to a specific event, which may be announced by the chaperones and/or Rabbi, and to accept the consequences of their violation. I will only use pictures/media and information about any of the Kehillah programs and my experience on internet/websites in a way that represents Kehillah and myself in a positive and wholesome manner. Anything posted on any website must represent the Jewish values and morals that the Temple Beth El community teaches. Additionally, I will get consent to post pictures of any Kehillah event participants before I post them; if they refuse, I will respect their privacy and abide by their request. As I understand that those who have not completed this form and the 2009-2010 Emergency Release form will not be allowed to participate in Kehillah programming, I will not bring those who have not completed these forms to any Kehillah program. If I am a BESTY board member or in another Temple leadership position, violation of any of this code of conduct may result in removal from my position this year, and potentially in future years.

I agree to behave appropriately and conduct myself in accordance with all the rules of the event as established by the Rabbi and/or any other adult leadership. This code of conduct applies to any Temple Beth El of South Orange County Kehillah event (this includes BESTY, Torah Institute, Madrichim) and all events where I am representing Temple Beth El (such as NFTY, BJE/TALIT/Jewbilation or other youth events). Participation in NFTY, BJE/TALIT/Jewbilation and possibly other events are contingent upon my behavior and official temple status at Temple Beth El of South Orange County.

Name: _____ Date: _____

Signature of Youth: _____

¹ Please note that this Code of Conduct was modeled after the official Code of Conduct created by the North American Federation of Temple Youth (NFTY). NFTY is the national youth organization of our Reform movement.

I/We understand that part of the Kehillah (including BESTY, Torah Institute, Madrichim, NFTY, BJE/TALIT/Jewbilation, and other) experiences involve activities and interactions that may be new to my child. These things come with certain risks and uncertainties beyond what my child may be used to dealing with at home. I am aware of these risks, and I am assuming them on behalf of my teen. I realize that no environment is risk free and so I have instructed my teen on the importance of abiding by Temple Beth El's Brit Kehillah—Code of Conduct. I am responsible for my teen's transportation to and from all Kehillah events. It is my responsibility to alert one of the adult chaperones and Rabbi of all prescribed medications, allergies and other medical conditions that my teen has before the event.

My teen and I both agree that he or she is familiar with these rules and will obey them. We further understand that sanctions imposed by the Rabbi/s for violation could include immediate expulsion from the event at the expense of the parent or guardian.

Name: _____ Date: _____

Signature of Parent or Guardian: _____

And, please check one:

_____ Additionally, I want to be the sole party allowed to pick up my child from events. I will, no less than 3 days in advance and in writing (with my signature), notify one of the adult chaperones and Rabbi of any deviations from this policy.

_____ I allow my teen to decide with whom he/she allows to provide him/her with transportation.

And, please check one:

_____ I will allow the adult chaperone to allow or provide my teen with permission to administer reasonable over the counter medication (such as Tylenol, Midol, etc.).

_____ I would not like to allow the adult chaperone to allow or provide my teen with permission to administer reasonable over the counter medication (such as Tylenol, Midol, etc.) without my verbal or written permission.

Signature of Parent or Guardian: _____ Date: _____

Parent or Guardian Home phone number: _____

Parent or Guardian Cell phone number: _____

Parent or Guardian Email address: _____