



BELY Leadership Nomination Packet

2009-2010 ✧ 5769-5770

This packet is designed to help you learn more about the different leadership opportunities that exist in BELY, and what role is right for you. In addition to reading this packet, you should plan to speak with a current BELY Board Member and the BELY Advisor, as they can answer any questions you may have and give you more personalized answers than this packet will. Please be in touch!!

These are the guidelines for all BELY Board Members:

Board Member
<ul style="list-style-type: none"> • Responsibilities will vary between positions • 2 meetings/month • Regular follow-up work • Regular check-ins with respective VPs • Regular check-ins with President • Outreach for events • ALL Board Members are required to staff at least 1 JYG event

Participation on BELY Board is considered as participation in a chavurah, meaning BELY Board Members may use their participation toward Confirmation and Havayah requirements. *(While there is no tuition fee for Board Members, there are occasional programming costs and fees that come up throughout the year.)* For more information about the relationship between BELY and Havayah, please see Brett Lubarsky.

Please read the enclosed documents very carefully, and remember to include your family in the process!

Page 2	Nomination Process Introduction Letter (application deadlines & protocol)
Page 3	BELY Leadership Application
Page 4	BELY Board Brit (commitment expectations)
Page 5	BELY Leadership Job Descriptions & Information

Thank you for your interest in becoming a leader for our community!
We look forward to hearing from you and receiving your letter of intent.



April 16, 2009
22 Nissan 5769

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Ali Horn
President

Brett S. Lubarsky
Havayah Educator

2008-2009 Board Members

Gila Belsky
Emily Francis
Larissa Franklin
Rachel Haas
Adam Krigman
Eva Lauer
Matt Leibowitz
Rosie Levine
Jake Levy
Dana Miller
Abi Oshins
Danny Rosenberg
Stephanie Solomont
Elena Soyer
Elizabeth Stepakoff

Dear BELY Members,

As we begin to wrap up another incredible year, we wanted to thank you for making it all possible. BELY has gone through a big transformation over the past four years; we are proud to have accomplished many of our goals for membership outreach and growth, programming and having fun, and are extremely excited for the future!

Now, as we look toward next year, we are looking for BELY Members who are interested in taking on leadership roles for the 2009-2010 year. In this packet, you will find the updated structure of the BELY Board, as well as job descriptions, which explain the responsibilities expected of each position. Being a BELY Board Member is an exciting, yet serious commitment. Please read this letter and the entire BELY Leadership Nomination Packet very carefully.

If you are interested in applying for a position, you should write a letter of intent (who you are, why you want to be on board, and the top two positions you think you would be most effective at). **This letter (accompanied by all other described documents) is to be submitted to the BELY Nominating Committee (nominating@belyonline.org) by Wednesday May 6, 2009 at 5:00 P.M. Any letters received after that deadline will not be considered.** In addition, you must submit a completed BELY Leadership Application and BELY Board Brit (enclosed in this packet) in order to be considered. **These documents can be dropped-off, faxed or mailed – but must be received by the deadline, accompanied by your letter of intent.**

The BELY Nominating Committee (comprised of BELY Seniors, the BELY President and the BELY Advisor) will then convene and review all submitted letters of intent. They will announce their recommendation of next year's board to the public on **Friday, May 8, 2009** at approximately **5:00 P.M.** You can view the recommendations on BELY Online (<http://www.belyonline.org>).

Anyone who is not included in the Nominating Committee's recommendation and would like to hold a position on the BELY Board or BELY Committee must submit their name and the position for which they intend to run to the BELY Advisor by **Sunday, May 11, 2009 at 6:00 P.M.**

There will be a meeting on **Wednesday, May 13, 2009 from 7:00-8:00 P.M.** which will be open to all members of BELY, where elections for the challenged positions will take place if necessary and will follow formal protocol, which will be explained to those in attendance. Those who wish to hold a position which is being challenged should be prepared to give a brief speech (no longer than 4 minutes), outlining their intentions for why they wish to be elected to that position. By the end of this meeting, the 2009-2010 BELY Board will be announced. Please note that everyone who wishes to hold a position on the 2009-2010 BELY Board must attend this meeting without exception.

If you have any questions related to any of the information in this packet, please contact Ali or Brett. We wish the best of luck to all those who are interested in obtaining a position on next year's BELY Board, and we look forward to the upcoming weeks.

L'Shalom,

Ali Horn
BELY President
ali@belyonline.org

Brett Lubarsky
Havayah Educator
blubarsky@bethelohim-wellesley.org





BELY Leadership Application

2009-2010 ☆ 5769-5770

If you are interested in submitting a letter for nomination for a BELY leadership position, this form must accompany it. There are two pages to this form – the application and the BELY Board Brit (to be signed by applicant and parent/guardian). Please make sure that you fill everything out clearly and completely.

PARTICIPANT INFORMATION

Last Name	First Name	Middle Initial	
Address	City/Town	Zip Code	
Home Phone	Cell Phone		
Email Address	AIM Screen Name		
Date of Birth	Grade	School	Year of Graduation

FAMILY CONTACT INFORMATION

Parent/Guardian's Name	Home Phone	Work Phone	Cell Phone
Parent/Guardian's Name	Home Phone	Work Phone	Cell Phone
Email Address 1	Email Address 2		

CONTACT PREFERENCES

I prefer the following methods of contact for BELY information (circle all that apply):

- Home Phone
 Cell Phone
 Email
 Facebook

Please select one of the following options for BELY Board correspondence:

- Have BELYOnline Mail forward to my personal email account (provided above).
 Use BELYOnline Mail as my email program (GMail interface or POP3 available).

By agreeing to be on BELY Board, you are expected to be able to fulfill the following requirements. These should not be seen as obligations, but standards that the Board as a whole needs to follow to have a productive, fulfilling year.

The Time Commitment:

- All Board Members are expected to attend 100% of all Board Meetings. As Board Members are also full-time students, it is understandable that it may be necessary to miss a meeting. If this is necessary, the conflict should be communicated with BOTH the Advisor and President at least 48 hours prior to the meeting. The meeting calendar will be published at the start of the academic year, so Board Members (and their families) will know of all dates ahead of time. *Life happens, but communication is vital to our success!*
- All Board Members are expected to attend all **BELY** events. Again, the calendar will be published at the beginning of the academic year, so Board Members should let the President(s) and Advisor know of conflicts as far in advance as possible.
- All Board Members are expected to attend all **BELY** leadership training events, with the same attendance rules outlined above applying.
- Any date/time conflicts concerning meetings, events, leadership training, or other programs should be brought to the attention of the President and Advisor as soon as possible.

Communication:

- All Board Members are required to check-in with the President once every month.
- All Board Members are required to check-in with the Vice Presidents in charge of whichever branch they are doing work for.
- All Board Members will be responsible for making outreach phone calls for each event. While the outreach system may vary by event, it is required for each Board Member to communicate with the Liaison Vice President throughout the outreach process.
- All Board Members will have a **BELY** email address, and are expected to check this email account daily, or have their **BELY** email forwarded to another account which they check daily.

Leadership Role:

- All Board Members are expected to be a positive role model for their community. All Board Members understand that they will uphold the Temple Beth Elohim B'rit Kehillah at all times. This includes interactions with peers both at and outside of **BELY** events, as well as on Facebook and other electronic venues.

Positions:

- All Board Members are expected to discuss their job description with the President and Advisor at the beginning of the year to outline expectations and goals for the year.
- All Board Members are expected to follow the outlined job description to the best of their ability, asking for support and clarification as necessary.

I have read the BELY Board Brit completely and carefully, and in signing below, I agree to follow it to the best of my ability. I will ask the President(s) or BELY Advisor any questions I may have now or during the year.

Board Member Applicant Signature

Date

I am now aware of my son or daughter's intent to be a member of the BELY leadership, as well as the responsibilities and time commitment as a member of the BELY Board. I will ask the BELY Advisor any further questions I may have now or during the year.

Parent/Guardian Signature

Date

What is the BELY Board?

The **BELY** Board is the governing body for **BELY**, Temple Beth Elohim's youth group for grades 8-12. Members of the **BELY** Board are responsible for planning and running **BELY** programs and events, as well as holding other roles and responsibilities specific to each position on the **BELY** Board. In addition, **BELY** Board Members participate in a leadership training program, helping them build skills and develop leadership techniques.

Because of the responsibilities and commitments that come with being a **BELY** Board Member, each person is expected to be able to fulfill the following requirements:

- ☆ Attend **BELY** Leadership Training and occasional **BELY** Board programs held throughout the year. For new **BELY** Board members, there will be additional opportunities to become acclimated to their new position and responsibilities.
- ☆ Attend all **BELY** meetings (unless conflict is communicated in advance with the Advisor and President) and participate in the outreach program.
- ☆ Dedicate time in their weekly schedule to **BELY**. Depending on the calendar and role on the **BELY** Board, the amount of time could fall between 1 and 6 hours a week.
- ☆ Work with other members of the **BELY** Board and follow through on assigned projects and responsibilities.
- ☆ Attend all **BELY** events and programs (unless conflict is communicated in advance with the Advisor and President).
- ☆ Check in with the **BELY** President on a monthly basis.
- ☆ Be able to check and respond to email on a daily basis.

In addition, Board Members are strongly encouraged to attend **NFTY Northeast's Summer Leadership Training Institute**, which is taking place on **August 26-30, 2009** at URJ Eisner Camp in Great Barrington, MA. This event will give you a strong foundation and understanding of your position as you begin the year. Registration materials and additional information will be available in early June 2009. Scholarship funds are available for this event – please see Brett Lubarsky for details.

Who is the BELY Board?

BELY Board Members are able to identify with many of the following characteristics:

**creative dedicated energetic enthusiastic friendly fun
helpful reflective responsible self-motivated team-oriented**

While being on **BELY** Board is fun and enjoyable, it is also a lot of work! We understand that we all have tons of stuff going on in our lives, but **BELY** needs to be extremely high on board member priority lists. This is a big commitment, and it is important to have a general sense of your availability and time management.

Board Layout

<i>President</i>		
<i>Membership Branch</i>	<i>Chairs</i>	<i>Programming Branch</i>
Liaison Vice President Communications Vice President	NFTY Northeast Representative Chair JYG Chair Fundraising Chair Membership Chair	Programming Vice President Religious and Cultural Vice President Social Action Vice President

BELY is comprised of two branches which are led by the Liaison and Programming Vice Presidents: the membership branch and the programming branch.

BELY Board Vice Presidents will have responsibilities to their respective branch.

BELY Board Chairs will have varying responsibilities to both branches.

Board Position Descriptions

*Each position on the **BELY** Board is clearly outlined in the following pages. These descriptions can be altered to best fit the individual holding the position, at the discretion of the **BELY** member and **BELY** Advisor.*

President

- ✧ Help plan, organize and run **BELY** events along with other Board Members.
- ✧ Meet/speak with the **BELY** Advisor on a weekly basis to discuss current issues/events.
- ✧ Arrange bi-weekly check-ins with **BELY** Liaison and Programming Vice Presidents.
- ✧ Arrange monthly check-ins with all other **BELY** Board Members.
- ✧ Along with **BELY** Advisor, write agendas for and run each board meeting.
- ✧ Attend all **BELY** meetings and events.
- ✧ Attend Temple Beth Elohim Board of Trustees meetings as a representative of TBE Youth.
- ✧ Represent **BELY** at NFTY-Northeast Regional Board Meetings.
- ✧ Keep in touch with the NFTY-Northeast President and **BELY**'s regional liaison.
- ✧ Along with the **BELY** Advisor, plan **BELY** Board training programs and bonding.
- ✧ Administer the **BELY** Board Facebook Group.
- ✧ Attend the NFTY-NE Summer Leadership Training Institute (LTI).
- ✧ Staff at least 1 JYG Event per programming year.
- ✧ Assist JYG Chair, JELLY Advisor, and JELLY Board in planning 1 event per programming year.

Vice President Liaison

- ✧ Help plan, organize and run **BELY** events along with other Board Members.
- ✧ Meet/speak with the **BELY** President on a bi-weekly basis to discuss current issues/events.
- ✧ Communicate and work with **BELY** President(s), Chairs and **BELY** Advisor to keep current members active, raise membership numbers and publicize events.
- ✧ Recruit volunteers (both youth and adult) for major events.
- ✧ Act as chair of the **BELY** Membership Branch, organizing meetings and following up with Chairs members on assigned responsibilities.
- ✧ Attend (the majority of) all **BELY** meetings and events.
- ✧ Attend the NFTY-NE Summer Leadership Training Institute (LTI).

Vice President of Programming

- ✧ Help plan, organize and run **BELY** events along with other Board Members.
- ✧ Meet/speak with the **BELY** President on a bi-weekly basis to discuss current issues/events.
- ✧ Create the **BELY** calendar along with the **BELY** President and Advisor.
- ✧ Understand and implement the **BELY** Programming Format for all **BELY** event programming.
- ✧ Organize and plan **BELY** programs and events with other board members assigned to each event.
- ✧ Work with RCVF and SAVP to encourage collaboration of social action, religious, cultural and educational themes into **BELY** programs and events.
- ✧ Act as head of the **BELY** Programming Committee, organizing meetings and following up with Chairs on assigned responsibilities.
- ✧ Work with the Vice President of Membership, grade representatives and the **BELY** President(s) to encourage other **BELY** members to become involved in planning and attending **BELY** events, as well as regional and national NFTY events.
- ✧ Maintain all **BELY** Facebook events.
- ✧ Attend (the majority of) all **BELY** meetings and events.
- ✧ Attend the NFTY-NE Summer Leadership Training Institute (LTI).

Vice President of Communication

- ✧ Help plan, organize and run **BELY** events along with other Board Members.
- ✧ Meet/speak with the **BELY** President on a monthly basis to discuss current issues/events.
- ✧ Develop a protocol for website content submission.
- ✧ Maintain and update **BELY** Online on a weekly/as needed basis, with an emphasis on keeping all information current and accurate.
- ✧ Administer the **BELY** Facebook Group.
- ✧ Organize all **BELY** emailings with the **BELY** President and **BELY** Advisor.
- ✧ Manage the **BELY** Calendar with the **BELY** Executive Board.
- ✧ Attend (the majority of) all **BELY** meetings and events.
- ✧ Send an e-mail blast after each meeting to the **BELY** Board summarizing events of the meeting.
- ✧ Organize all **BELY** hardcopy mailings with the **BELY** Vice Presidents of Membership and Programming and **BELY** Advisor.
- ✧ Handle all **BELY** correspondence (thank you notes, letters, etc.).

Religion and Culture Vice President

- ✧ Work with the **BELY** Vice President of Programming and the **BELY** Advisor to incorporate religion and culture into **BELY** programs and events.
- ✧ Meet/speak with the **BELY** President on a monthly basis to discuss current issues/events.
- ✧ Help plan, organize, and run **BELY** events along with other Board Members.
- ✧ Help coordinate and lead TBE Youth Rak Shabbat programming with the **BELY** Advisor and TBE Music Educator, involving other board members as desired.
- ✧ Write and run at least 1 creative service within the Programming Year.
- ✧ Organize/maintain relationships with other faith-based organizations.
- ✧ Attend (the majority of) all **BELY** meetings and events.

Social Action Vice President

- ✧ Meet/speak with the **BELY** President on a monthly basis to discuss current issues/events.
- ✧ Help plan, organize and run **BELY** events along with other board members.
- ✧ Work with the **BELY** Vice President of Programming to incorporate social action and religious and cultural themes into **BELY** events and programs.
- ✧ Coordinate **BELY**'s involvement with TBE's Annual High Holy Day Food Drive.

- ☆ Coordinate **BELY**'s involvement with TBE's Annual Mitzvah Day.
- ☆ Coordinate **BELY**'s involvement in a walk-for-a-cause (i.e. Relay for Life, Walk for Hunger, etc.).
- ☆ Oversee distribution of charitable donations on behalf of **BELY**.
- ☆ Attend (the majority of) all **BELY** meetings and events.

Fundraising Chair

- ☆ Help plan, organize and run **BELY** events along with other Board Members.
- ☆ Meet/speak with the **BELY** President on a monthly basis to discuss current issues/events.
- ☆ Work with the **BELY** President and **BELY** Advisor on budget concerns, finances and all monetary aspects of **BELY**.
- ☆ Plan and run all fundraising events, including but not limited to **BELY**'s annual Chanukah Carnival.
- ☆ Be creative and innovative in creating new and exciting fundraising opportunities.
- ☆ Attend (the majority of) all **BELY** meetings and events.

NFTY-Northeast Representative Chair

- ☆ Meet/speak with the **BELY** President on a monthly basis to discuss current issues/events.
- ☆ Make friends in other youth groups around the region.
- ☆ Keep **BELY** members updated about upcoming regional events and initiatives.
- ☆ Represent **BELY** at NFTY-Northeast events and Regional Board Meetings.
- ☆ Attend (the majority of) all **BELY** meetings and events.

Junior Youth Group Chair

- ☆ Meet/speak with the **BELY** President on a monthly basis to discuss current issues/events.
- ☆ Help the **BELY** and JELLY Advisors plan and promote JELLY Events (for grades 6 and 7).
- ☆ Attend (the majority of) all **BELY** meetings and events.
- ☆ Attend (the majority of) all JELLY meetings.
- ☆ Attend JELLY events when possible.

Membership Chairs

- ☆ Communicate with other Membership Chairs in order to foster stronger relationships within the board and the entire **BELY** community.
- ☆ Meet/speak with the **BELY** President on a monthly basis to discuss current issues/events.
- ☆ Work with the **BELY** Vice President of Membership to increase and maintain **BELY** membership.
- ☆ Encourage people in your grade (as well as others) to join and become involved in **BELY**.
- ☆ Attend (the majority of) all **BELY** meetings and events.
- ☆ Keep in contact with the Vice President heading the branch which you are doing work for.
- ☆ Assume responsibility and develop protocol for ensuring the **BELY** Lounge is clean after all **BELY** meetings and events.
- ☆ Coordinate **BELY** Lounge organization with the **BELY** Advisor.
- ☆ Attend (the majority of) all **BELY** meetings and events.

What are the **BELY** Chairs?

In addition to the **BELY** Board vice presidential positions, **BELY** Members have the opportunity to hold leadership roles as **BELY** Chairs. Depending on your interests and talents, you can become a chair and work with the heads of both branches. Chairs can become involved in both the planning process of events as well as the membership process without being completely committed to one and not the other. **BELY** has two active branches: membership and programming. If you would like to become involved but aren't sure where your true interests lie or how much time you can commit, this is a great way to be introduced to **BELY** leadership!!