**Sharon USY Executive Board Responsibilities and Qualifications**

**(as laid out in the Sharon USY Constitution)**

**ARTICLE VI – THE CHAPTER BOARD**

SECTION 1: EXECUTIVE BOARD RESPONSIBILITIES

The members of the Executive board are the leaders of Sharon USY. As representatives of this chapter and its members, they are expected to make USY a top priority in their lives. Board members commit themselves to help in planning events, increasing membership and interest, and in serving as examples to the rest of the community. More specifically, each board member is required to:

* Attend Executive Board meetings (twice a month)
* Run and attend General Board Cabinet meetings (once a month)
* Participate in mandatory Office Hours (twice a month)
* Attend the Board retreat(s)
* Attend at least 90% of Sharon USY’s monthly social events
* Attend Leadership Convention and/or Officers’ Kinnus
* Attend at least 2 NERUSY events (excluding Leadership/Officers Kinnus)
* Attend any inter-chapter events hosted by Sharon USY
* Attend Shabbat programs hosted by Sharon USY
* Attend Shabbat morning services at Temple Israel of Sharon on a rotating basis to give USY and Kadima announcements as well as to congratulate B’nai Mitzvah.
* Be enrolled in a formal program of Jewish education (Prozdor, Hebrew High, Gann, etc)
* Be responsible for encouraging event attendance from a specific group of Sharon USY members
* Be active in recruiting new members and making current members feel involved and welcome
* Contribute in some way to the monthly newsletter or website
* Help to coordinate General Board members and any projects they work on
* Help to coordinate programs with Advisor and President
* Help to create, plan, and implement engaging activities for the chapter
* Help in the planning of the Purim programs including but not limited to the Purim Carnival and Mishloach Manot
* Attend at least one Youth Committee meeting

Executive Board Members are strongly encouraged to apply for the Regional General Board and to attend at least one meeting of their respective Temple Israel committee by the end of December.

SECTION 2: ELIGIBILITY

In order to run for office, a candidate must have been a member in good standing of a USY chapter for at least six (6) months.

No one may declare candidacy for the office of President who will be entering their first or second year of high school. A president shall not be eligible to hold such office more than twice.  To be eligible to declare candidacy for the position of President, a candidate must be a former member of the Executive Board. If there are fewer than two candidates running for President who have served on the Executive Board, a Sharon USY member in his or her second year on General Board may run for President.  If there are fewer than two candidates running for President counting former Executive Board members and second year General Board members, a Sharon USY member in his or her first year on General Board may run for President. If there are fewer than two candidates running for President who have been on Executive or General Board before, any member in good standing may run.

SECTION 3: BOARD COMMITMENT

The Executive Board shall meet at least bi-monthly in either closed or open session. The board shall have management of the affairs and business of the chapter on a day-to-day basis. A member of the Sharon USY Executive Board shall make USY a priority. If dedication and/or commitment is lacking, then it will be grounds for removal of office.

SECTION 4: CO-POSITIONS

There will be two (2) Communications Vice-Presidents. One will focus more attention on the website and other social media, and one will focus more on the newsletter. Communications Vice-Presidential candidates will not run together on a ticket, but will be elected separately. All other positions will be held by only one (1) person.

SECTION 5: THE PRESIDENT

The President will…

* Oversee the officers and activities of the Executive and General Board
* Act as the primary liaison between the USY advisor and Sharon USY
* Ensure that the vice presidents fulfill their responsibilities
* Make agendas and conduct board meetings
* Actively recruit new members
* Represent Sharon USY in the synagogue, region, and the general community
* Attend Leadership Weekend, President’s Kinnus and other NERUSY events
* Be a member of and meet the standards of USY’s Abraham Joshua Heschel Honor Society, HeChalutzim and 613 clubs
* Rewrite, edit, or amend the chapter constitution, if necessary

SECTION 6: THE EXECUTIVE VICE PRESIDENT

Upon election, the President-Elect must appoint one of the members of the Sharon USY Executive Board to the position of Executive Vice President, to be ratified by at least half of the Executive Board before the end of the year banquet.  A nominated Executive Vice President may turn down the position.  When choosing which board member to appoint, the President-elect must consider compatibility in working together, experience, work ethic, commitment, and dependability.  When possible, the Executive Vice President should have served on the Executive Board before.  The President-Elect must not play favorites when appointing the Executive Vice President.  At Leadership Convention and Officers’ Kinnus, the Executive Board Member serving as Executive Vice President may choose to go to sessions for either his or her elected position or that of President.

The Executive Vice President will:

* Assist the President in all responsibilities
* Run board meetings in the absence of the President
* Be responsible for the maintenance of the Sharon USY bulletin board in the synagogue, either updating the board or delegating the responsibility to a chapter member
* Oversee the application for Chapter of Excellence, collecting individual applications, reports, and summaries from board members and appropriate chapter members
* Oversee any and all major projects of Sharon USY including, but not limited to Board Sweatshirts and Chapter Memorabilia.
* Be a member of and meet the standards of at least two (2) of USY’s Abraham Joshua Heschel Honor Society, HeChalutzim and 613 clubs

SECTION 7: THE RELIGION/EDUCATION VICE PRESIDENT

The Religion/Education Vice President will…

* Help to coordinate and lead High Holiday Youth Services
* Help to coordinate the USY Simchat Torah skit
* Run board meetings in the absence of the President and Executive Vice President
* Plan and oversee all services and ruach led by USYers
* Organize chapter study sessions
* Help teach USYers to lead services and sing the songs in the B’kol Echad
* Oversee Havdallah before Saturday night events
* Coordinate holiday programs, events, and lounges
* Be a resource of Jewish knowledge to the rest of the chapter
* Integrate Jewish teaching into chapter events
* Be a member of the Abraham Joshua Heschel Honor Society and encourage others to become members

SECTION 8: THE ISRAEL AFFAIRS/PROGRAMMING VICE PRESIDENT

The Israel Affairs/Programming Vice President wil…

* Be knowledgeable about and have a passion for the state of Israel
* Integrate Israel-centered activities into events and programs
* Integrate Israeli current events into chapter events
* Educate the chapter about Israeli history and culture
* Encourage chapter members to participate in USY summer programs
* Plan and execute a Yom Ha’atzmaut celebration
* Be a member of HeChalutzim and encourage others to become members
* Plan and run at least one Israel themed Lounge night
* Send out Israel updates, via e-mail at least twice a month
* Create, plan, and implement monthly chapter programs
* Plan at least one Saturday night or Sunday afternoon event
* Work with VPs to ensure that there is a variety of programming, appealing to many interests
* Coordinate twice-monthly lounge nights
* Encourage attendance at all chapter, regional, and international USY events
* Help plan the end-of-year banquet
* Help with the planning and implementation of any NERUSY events hosted by Sharon USY
* Ensure that every event has some Rel/Ed, SATO, and/or Israel programming

SECTION 9: THE SOCIAL ACTION/TIKKUN OLAM VICE PRESIDENT

Social Action/Tikkun Olam Vice President will…

* Have a passion for and commitment to social action and social justice
* Coordinate SA/TO events for the chapter
* Organize a SA/TO themed lounge
* Organize a collection of items and/or tzedakah money at as many events as possible
* Integrate SA/TO oriented activities into events and programs
* Educate chapter members about social action opportunities
* Help allocate the T.O. money collected and educate the chapter about this process
* Oversee the Purim Carnival
* Be a member of the 613 Mitzvah Corps and encourage others to become members

SECTION 10: THE MEMBERSHIP/KADIMA VICE PRESIDENT

The Membership/Kadima Vice President will…

* Set a membership goal to reach by the end of the year
* Work to reach the stated goal through membership programs, incentives, etc.
* Periodically attend Kadima events, getting to know the Kadimaniks and helping them boost membership
* Work with the Freshman Representative and 8th Grade Representative to implement a plan to ensure retention of USYers from 7th to 9th grade
* Lead a group of USYers in an outreach presentation to the Religious School in the Fall, the Spring, and every month
* Oversee outreach phone calls from board members to USYers and Kadimaniks
* Coordinate ice-breaker activities when necessary
* Help organize an event at Schechter at the beginning of the year to advertise USY

SECTION 11: THE COMMUNICATIONS VICE PRESIDENTS

The Communications Vice Presidents will…

* Create and help send out the monthly newsletter
* Update and maintain the website at least twice a month
* Use Facebook, Twitter, and other relevant social media in order to get information to Sharon USY members
* Record minutes at board meetings and e-mail them to the board, the advisor, and the youth director within 2 days of the meeting
* Encourage members to contribute to regional and international publications and international USY list serves