

The Long Island Division of United Synagogue Youth

# RUACH USY

Divisional Executive Board 2018-2019

Potential Candidates Material

---

**All applications must be submitted in full by**

**March 14, 2018**

Please email both Omer Neutra at [ruachpresident@metnyusy.org](mailto:ruachpresident@metnyusy.org)

And Mike Hirsch at [ruach@metnyusy.org](mailto:ruach@metnyusy.org) when you have thoroughly completed the application.

# Table of Contents

| <i>Item Name:</i>  | <i>Page</i> |
|--|-------------|
| <b>1. Letter From Your Divisional President</b>                            | <b>2</b>    |
| <b>2. Checklist of Deadlines &amp; Submission Information</b>              | <b>3</b>    |
| <b>3. Item Explanations</b>  | <b>3</b>    |
| <b>4. Election Procedures</b>  | <b>3</b>    |
| <b>5. Potential Candidate's Application</b>                                | <b>6</b>    |
| <b>6. Standards Commitment Form &amp; Signatures</b>                       | <b>8</b>    |
| <b>7. Youth Director Evaluation</b>  | <b>9</b>    |
| <b>8. Rabbi Evaluation</b>   | <b>11</b>   |
| <b>9. Sample Letter to the Rabbi</b>                                       | <b>12</b>   |
| <b>10. Position-Specific (Current Position Holder) Interview Guideline</b> | <b>13</b>   |

## **Dear Potential Divisional Executive Board Candidate,**

Wow!! The fact that you have opened and looked at this application already shows me how much devotion you have towards your division and how much passion you have towards USY as a whole!! Be proud of yourselves, just for the fact that you are ready to take greater action in the division that you all love.

Before anything else, I just want to tell you what running for a board position is. Please do not run for Divisional Executive board just for the title, or just so that you can say you are a leader. Run if you have an idea. How can you make our awesome division even better? Run if you have the passion. How can you take the best division in our region, and take the #RUACHNation to new heights? Run for board to make the changes in our division that you always thought were necessary, but couldn't find a platform to make them in. Before you fill out this application, understand that being on board does not make you better than anyone else, and that if you are chosen to lead our division, you must stay humble, and let your actions do all the talking.

Divisional board is about more than just being a leader. As a DEB officer, you represent the division. You are the image of our organization, and people will look to you as an example. This means that you as a DEB member must display appropriate public behavior whenever possible. This does not mean that you must be a perfect person, but strive to represent your division in the best way possible. Along with this, the Divisional Board is a team. This means that if you are elected, you must be able to work together with your peers to ensure that everything runs smoothly. There will always be bumps in the road, but strong teamwork can help ensure that as much as possible goes the way you want it to.

Please read through this application Not only on your own, but with a parent or legal guardian as well. Divisional Board is an enormous commitment. This includes but is not limited to: your time, energy, and a lot of parent driving. That said; you, as well as the rest of the applicants applying for the opportunity to run for Divisional Board should know what this job requires. I want you to know exactly what you are applying to be a part of. This is why the interviews that you will have with the current Divisional Board are so important.

Every single USYer has the capacity to be the change they wish to see. While on Divisional Board, it will be up to you to empower and cultivate the young, innovative, daring leaders that don't necessarily have title that you will have. You will have to make sure that everyone is heard.

It is a well known fact that we are the best division. Your job if elected will be to ensure that our division remains insanely fantastic, and that improvement will continue to follow our division for the years to come.

Once again, thank you so much for applying, and I, as well as the rest of the DEB, wish you the best of luck.

Call me!!! (If you have any questions)

Love,

Omer Neutra, Ruach Divisional President 2017-2018

## Checklist and Deadlines

**Timeliness is very important on Divisional Executive Board.** Here is an outline of every item that must be submitted via E-Mail, and the date that they must be submitted by, so there is neither confusion, nor excuses. Late applications will not be accepted.

| <i>Checkbox</i> | <i>Item</i>   | <i>Deadline</i>          |
|-----------------|---|--------------------------|
|                 | Position Specific Evaluation<br><i>(Interview must be scheduled)</i>              | March 12th, 2018         |
|                 | Candidates Application  | March 14th, 2018         |
|                 | Youth Director and/or Rabbi Evaluation /<br>Sample Letter to Rabbi Questionnaires | March 14th, 2018         |
|                 | Standards Commitment Form & Signatures  | March 14th 2018          |
|                 | Candidates Information Sheet<br><i>(will be published)</i>                        | March 14th, 2018         |
|                 | Names of Nominators and Ballot Overseers  | March 14th 2018          |
|                 | Candidate +Parent/ Legal Guardian Call  | March 20th 2018 at 8 pm. |

# Item Explanations

- **Candidates Application**
  - This item is due on **March 14th, 2018**
  - This item entails the questions answered in full, **typed**, and proofread. This also includes all signatures of permission.
- **Youth Director and/or Rabbi Evaluation / Sample Letter to Rabbi Questionnaire**
  - This item is due **March 14th, 2018**
  - This item is essentially the outline to a letter of recommendation. This portion of the application is to see what your Youth Director and/or your Rabbi thinks of you as a leader and it allows you to write about how you would go about creating a strong relationship with the community.
- **Position Specific Evaluation**
  - This interview must be scheduled by **March 12, 2018**
  - This is an interview so that the current holder of the position you desire acquires a gauge on your readiness for leading this division.
  - Officers will be having meetings during the week of **March 12th until March 16th 2018.**
- **Candidates Information Sheet**
  - This item is due on **March 14th, 2018**
  - This item is your “brag sheet” and it will be used to show your experience and qualifications. The regulations for this item will be explained following the acceptance of your application.
- **Names of Nominators and Ballot Overseers**
  - This item is due on **March 14th, 2018**
  - Each candidate for office will have one person nominate them, and one different person oversee the counting of their ballots following speeches. This item is simply the names of these participants.
- **Applicant + Parent/Legal Guardian Call**
  - This call will occur on **March 19th 2018**
  - It will be a call between the current DEB and Youth Director, and all applicants for Divisional Board as well as the applicants’ parents.

# Election Procedures

## ***EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT ELECTION PROCEDURES BUT WERE NEVER TOLD UNTIL NOW***

### 1. Qualifications for Candidacy:

a. President: Must have been a Regional Executive Board officer, Divisional Executive Board member, a Regional/Divisional Convention/Day event co-chair, or a Chapter President for a period of one USY year prior to elections.

b. Other Officers: The qualifications are the same for President, except that a candidate for any other office may also qualify by having served as a Vice President on Chapter Board, or

on any general board, anytime during their tenure in USY during one USY year prior to elections.

2. The order of election will be:       President  
  Israel Affairs Vice-President  
  Religion/Education Vice-President  
  Social Action/Tikun Olam Vice-President  
  Membership/Kadima Vice-President  
  Communications Vice-President

3. Every applicant must complete and submit the election materials and applications promptly and with honest information given. **\*\*Applicants will not be considered a candidate until the evaluations and answers provided are reviewed and accepted by the current DEB and Divisional Youth Director. \*\***

4. Each candidate will have his/her qualifications posted electronically prior to the election and/or projected behind the candidate during their election speech.

5. The election is scheduled to take place at Merrick Jewish Center on March 25th 2018.

6. Speeches will be limited in length to five (5) minutes for Presidential candidates and three (3) minutes for all other offices.

7. A quorum will consist of two thirds (2/3) of those delegates present at the session. In order to win an election, one must receive over half of the votes cast with abstentions not being considered as votes cast. Unless a candidate is unopposed, closed balloting will be the employed method of voting.

8. “Drop Down” Policy: If you are running for the position of **Divisional President, and only Divisional President**, then you will be able to drop down to **One Vice President** position if you lose. If you lose that election as well you may not drop down anymore. Anyone else may not drop down.

9. There shall be no campaigning at all whatsoever. This means no online campaigning, flyers, etc. You will not talk badly about anyone at any point leading up to elections, as well as within your speeches. Any bypassing of these rules may result in immediate disqualification.

10. Once elected, you naturally serve as an example of positive association with Conservative Judaism and must oblige to all standards as such. Such standards include but are

not limited to: being observant of Shabbat and observing Kashrut (laws of keeping Kosher) in public if you do not already live in this manner. If you are not currently enrolled in Judaic study for at least three hours per week, it is necessary that you do so. Divisional officers are expected to model healthy Jewish dating choices. Officers should be the embodiment of USY's Zero Tolerance policy towards bullying/hazing, and should strive to create a welcoming environment. They are expected to hold themselves to the highest ethical standards. They shall not participate in any act recognized as Lashon Hora, or gossip, and they will treat all USYers and staff with respect. They are also expected not to **ever** illegally use drugs and alcohol (this includes vaping).

11. As a committed USYer, you must continue your active participation in your chapter, region, and synagogue. This includes attending a minimum of four religious services monthly, three of which must be on Shabbat, and being a paid member in good standing of your chapter, division, and region.

12. This year, we will continue the tradition of "informal" nominations prior to the election proceedings of each office. During the nomination, only one person will be able to approach the microphone for 30 seconds to nominate you. The thirty seconds should include the announcement of the candidate for office, and any nominations that last longer than 30 seconds will be cut off. All nominations must be appropriate and in the spirit of a positive environment.

13. Should you be elected to the Divisional Executive Board, you promise to serve as a role model at conventions and will participate in all assigned programming and sichot. Divisional board means displaying an example you wish for the USYers and Kadimahniks to follow. This means always being where you are supposed to be and not taking advantage of any supposed "special privileges".

13. Each candidate is entitled to a ballot overseer. Failure to submit your ballot overseer to Mike/Omer on time will result in the loss of the opportunity to have a ballot counter. The results of an election are private and confidential. We ask that you chose someone that will not share the result of the election with you or anyone else. Please keep in mind ballot overseers are assigned on a first come first serve basis. Nobody can be a ballot overseer for an election for which they are a nominator in the next election.

14. In the case of an emergency where your nominator/ballot overseer is unable to be present at elections a candidate will have the opportunity to select a new nominator/ballot overseer. The original nominator/ballot overseer must be in touch with the Divisional Director/President at least 36 hours before elections, barring an unforeseen circumstance the day of elections.

15. If your parent is your Youth Director, the Regional/Divisional Director will complete the needed portion of the application in lieu of the chapter youth director.

16. If nobody is running for a specific office, the director and the outgoing and incoming presidents will consult with the new board on opening an application process or having that role be filled by the board otherwise.

17. By March 20th you will receive confirmation that you have completed all of the prerequisites needed to run for Divisional Executive Board. You will also be notified that you are eligible to run for board by being in good standing in your current office. Anyone that is not in good standing will be notified as well.

18. There will be a mandatory conference call for all candidates on March 19th promptly at 8 pm. On this call each candidate must have a parent on the line with them. Attendance will be checked on the call. On the call we will run through election procedures as well as answer any questions by those on the call. We will also discuss standards and expectations.



# Potential Candidate's Application

*(Please **type** your responses to these questions on a separate document.)*

As an essential portion to the application process, we are asking that you report not only your accomplishments and standing on the USY chapter, divisional, and regional level, but also your character and abilities as a person and student. Please answer the following questions thoroughly with complete respect and **honesty**. Our goal is to help you identify your strengths and weaknesses, to help you be the best leader you can be, and to strive toward your ultimate accomplishment: being elected a Divisional Officer.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Chapter: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Desired Position for Candidacy: \_\_\_\_\_

## **Presidential candidates only:**

*Presidential candidates are allowed to drop down once. Please state below which position you will drop down to. If you would like to forgo the ability to drop down please write, "N.A." **You must inform the Divisional President of your decision 24 hours before the election begins.***

Drop Down Position: \_\_\_\_\_

---

## Applicant Evaluation

- 1. The number one reason you want to be on Divisional Board is...**

2. **What qualities would make you a strong divisional officer?** (Max 50 words)
3. **What are three words that describe you?**
4. **What is your motivation?** (Max 50 words)
5. **What are your biggest weaknesses as a person, as a friend, as a team member, and as a leader?** (Max 75 words)
6. **Please give us an example of how you work well with other USYers? Describe a scenario where you have had to delegate responsibility.** (Max 100 words)
7. **Who are you on a team? Are you the quiet person who does all of the work? Are you very outgoing? Are you anything else?** (Max 100 words)
8. **How do you handle failure and criticism in regards to programs?**  
(Max 50 words)
9. **Please give example(s) of how you work with staff members?**  
(Max 50 words)
10. **What time commitments do you feel is necessary to be a Divisional Officer?**  
**Please give an example of how you will manage time effectively while working with deadlines.** (Max 75 words)
11. **What is an example of an accomplishment that you have made in your USY career that you are particularly proud of? What went correctly? What challenges did you overcome on the way?** (Max 150 words)
12. **In great detail, what are three goals you have for the upcoming year if elected?**
13. **Do you have any apprehensions or concerns regarding elections, or if elected, your term?**

**Should I be elected, I pledge to adhere to the following standards throughout my term in office. (These standards apply once elected and are not necessarily the standards that must be met to be allowed to run)**

**STANDARDS FOR THE DIVISIONAL EXECUTIVE BOARD 2018-2019**

1. Observe Shabbat and Jewish Holidays by refraining from all school examinations and public functions. This includes social media and anywhere that you may be seen breaking the rules of Conservative Judaism.
2. Observe kashrut wherever possible, in private and at all times in public. USYers from non-Kosher homes are not expected to be in a position to make changes in their private lives, but are required to observe the laws of kashrut in public
3. Participate in some mode of Judaic Study for not less than three hours a week and not less than four religious services monthly, three of which must be on Shabbat
4. Participate actively in the affairs of the chapter, region, and in all the activities of the Division.
5. The Officers will strive to model healthy Jewish dating choices. These include recognizing the importance of dating within the Jewish community and treating each person with the recognition that they were created *Betzelem Elohim* (in the image of God).
6. The Officers will foster a safe and inclusive community. USY leaders should serve as the embodiment of USY's Zero Tolerance policy towards bullying, and create a welcoming environment.
7. The Officers are expected to hold themselves and each other to the highest ethical standards.
8. This includes refraining from *Lashon Hara* (gossip) and treating others with *Kavod* (respect).
9. It is expected that the leaders of the organization refrain from the illegal use of drugs and the use of alcohol (this includes vaping).
10. Officers understand that their job is a time commitment, failure to put in the time could lead to dismissal from their position.

**By signing, I affirm that everything I have stated is the honest truth. I affirm my intent to run for office and I also pledge that if elected I will adhere to the above standards. I understand that if I neglect to follow the above mentioned standards I will be dismissed from office**

Petition for Office:

I would like to be considered a candidate for the following office:

\_\_\_\_\_

**Your Signature**

\_\_\_\_\_

**Parent/Guardian's Signature**

\_\_\_\_\_

**Chapter Youth Director's Signature**

\_\_\_\_\_

**Rabbi's Signature**

\_\_\_\_\_

# Youth Director Evaluation

*If you are a candidate for the position of **Divisional President**: please submit both the Youth Director Evaluation and the Rabbi Evaluation/Sample Letter with your application.*  
*If you are a candidate for a **Vice-President Office**: please submit either the Youth Director Evaluation or the Rabbi Evaluation/Sample Letter to Rabbi with your application (select one).*

Please request to your Youth Director that this evaluation be E-Mailed directly to [ruach@metnyusy.org](mailto:ruach@metnyusy.org)

---

One of your USYers is applying to be a candidate for Divisional Office, and as a Youth Director, you are requested to fill out the following evaluation. Our sole intent in asking you to disclose this important information is so we can have a stronger understanding of the USYer, and so we can ensure that the division is equipped with an excellent, diligent, and accomplished Divisional Executive Board. We ask you to focus on the USYer’s accomplishments, programs, and character through personal anecdotes and interactions you have had with this candidate. Please take the time to fill out the evaluation below studiously, carefully, and most importantly, honestly.

*All disclosed information will be kept in the strictest of confidence.*

**Youth Director’s Name:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**USYer’s Name:** \_\_\_\_\_

Feel free to use a separate sheet of paper if necessary.

- How well do you know this USYer?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- Describe the USYer’s chapter involvement, participation, and contributions.

- Do you feel that this USYer would make a strong Divisional Officer? Please explain your reasoning.
- Do you have any concerns about this USYer holding a divisional board position?
- Does this USYer currently present him/her/themself as a dugmah (role model) to other USYers?
- On a scale of 1-10, how do you like working alongside this USYer? Feel free to share a story or a specific positive experience if you can think of one (this answer is just for us to get to know the USYer on a more personal level and will not affect the overall result in the decision-making process).

E-Mailing Information:

**\*\* Must be sent no later than **March 14th 2018** \*\***

Michael Hirsch  
Divisional Youth Director  
[ruach@metnyusy.org](mailto:ruach@metnyusy.org)

# Rabbi Evaluation

*If you are a candidate for the position of **Divisional President**: please submit both the Youth Director Evaluation and the Rabbi Evaluation/ Sample Letter to Rabbi with your application.*  
*If you are a candidate for a **Vice-President Office**: please submit either the Youth Director Evaluation or the Rabbi Evaluation/Sample Letter to Rabbi with your application (select one).*

Please request to your Rabbi that this evaluation be E-Mailed directly to [ruach@metnyusy.org](mailto:ruach@metnyusy.org) by March 29th 2018.

---

This USYer is applying to be a candidate for the Long Island Division's Executive Board. In order to truly authenticate the application process, you are requested to fill out the following evaluation. Our sole intent in asking you to disclose this important information is so we can have a stronger understanding of the USYer, and so we can ensure that the region is equipped with strong *dugmaot*. If you do not feel comfortable answering a question due to a lack of personal interactions with the potential candidate, please write these honest thoughts down so we can take this into consideration.

*All disclosed information will be kept in the strictest of confidence.*

USYer's Name: \_\_\_\_\_ Synagogue: \_\_\_\_\_

Rabbi's Name: \_\_\_\_\_

Feel free to use a separate sheet of paper if necessary.

- How long have you known this USYer and his/her/their family? Please describe your relationship with the candidate.
- Please describe the USYer's synagogue involvement religiously, and as a part of the community.
- Does this USYer currently present him/her/themselves as a *dugmah* to other teens?
- Please use the information below to express any accolades or concerns you have regarding this USYer.

# Sample Letter to Rabbi

USYer's Name: \_\_\_\_\_

Synagogue: \_\_\_\_\_

*If you are a candidate for the position of **Divisional President**: please submit both the Youth Director Evaluation and the Rabbi Evaluation / Sample Letter to Rabbi with your application.  
If you are a candidate for a **Vice-President Office**: please submit either the Youth Director Evaluation or the Rabbi Evaluation / Sample Letter to Rabbi with your application (select one).*

*Please attach this sample letter to be E-Mailed directly to [ruach@metnyusy.org](mailto:ruach@metnyusy.org)*

---

If a candidate would prefer, he/she has the ability to submit a sample letter showing how the candidate will develop a working relationship with local Rabbis and how the candidate will approach the situation to create relationships with Rabbis.

## **In this sample letter you should:**

- Introduce yourself
- Explain your role in USY as the elected board member for your position
- Explain why you are reaching out to the Rabbi
- Explain steps you would take to develop strong relationships with the Rabbis
- Explain why it is important to be in close communication with local Rabbis

E-Mailing Information:

**\*\* Must be sent no later than **March 14th 2018** \*\***

Michael Hirsch  
Divisional Youth Director  
[ruach@metnyusy.org](mailto:ruach@metnyusy.org)

# Position-Specific Evaluation Information

Current Holder of Office Name: \_\_\_\_\_

USY Candidate-to-be Name: \_\_\_\_\_

Dear USY Candidate,

In addition to the written part of this application, it's important for us as the Divisional Board to get to know you on a more personal level. With this in mind, we would like to introduce "Position-Specific Evaluations." This will be an interview/informational meeting with the candidate who currently holds the desired position in office where you will be asked a series of questions about your character, your experience, ideas/initiatives, and more.

This portion of the application allows us to learn more about you, but this learning experience benefits both parties as this will give you the opportunity to ask any questions you may have about the desired position. More often than not, USYers will jump into a leadership position with an expectation of their jobs and responsibilities, but what many fail to realize far too late into the commitment has to do with the lack of understanding for what it means to be a Divisional Executive Board member as well as serving as a President / IA / Rel/Ed / SA/TO / Mem/Kad / Comm.

**In order to set up your interview, please be in touch with the Divisional Officer of the desired position by **March 12th 2018** to coordinate an in-person session, video-conference, or phone call. Officers will be having meetings during the week of **March 12th 2018** until March 16th 2018.**

Thank you so much in advance for your cooperation, and we look forward to reviewing your application.

B'Hatzlacha (Good Luck),

**Omer Neutra**, President (ruachpresident@metnyusy.org)

**Ariel Wajnrajch**, Israel Affairs Vice President (ruachiavp@gmail.com)

**Avi Chesler**, Religion/Education Vice President (ruachreledvp@gmail.com)

**Talia Schor**, Social Action/Tikun Olam Vice President (ruachsatovp@gmail.com)

**Mia Hauser**, Membership/Kadima Vice President (ruachmemkadvp@gmail.com)

**Zachary Wolfman**, Communications Vice President (ruachcommvp@gmail.com)

*Note: If the USYer filling out this application is running to further extend his/her/their term in the current position of office, please have this part of the application completed with the Divisional President or the Divisional Youth Director.*