



LarFTY Leadership Nomination Packet

2017-2018 ✪ 5778

This packet is designed to help you learn more about the different leadership opportunities and positions that exist in LarFTY and what role may be right for you. If you are thinking about a leadership position you may want to arrange to speak with a current LarFTY Board Member and/or the LarFTY Advisor (Adam), to answer any questions you may have and give you more personalized answers. Please be in touch!!

These are the general expectations for all LarFTY Board Members:

Board Member
<i>Responsibilities will vary between positions</i>
<ul style="list-style-type: none">• Bi-Weekly Meetings (Every other Monday at 6:00 PM)• Regular follow-up work• Regular check-ins with President & Advisor• Outreach for events

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

Page 2	Introduction Letter
Page 3	Nomination Process Explanation
Page 4	LarFTY Board Brit (commitment expectations)
Page 5	What is the LarFTY Board
Page 6	LarFTY Board Position Descriptions

**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.**

*** Important Dates & Deadlines ***

Sunday, April 30 (11:45 PM)	Online application due (see <i>page 2</i> for more information)
Tuesday, May 2 (4:00 PM)	Nominating Committee Meeting (see <i>page 3</i> for more information)
Thursday, May 4 (10:00 PM)	LarFTY Board Slate will be posted on LarchmontTemple.org/LarFTY
Wednesday, May 10 (8:00 PM)	Voting Deadline (see <i>page 3</i> for more information)
Monday, May 15 (6:00 PM)	Old Board/New Board Meeting
Saturday, May 20	NFTY-NAR Leadership Summit at HUC-JIR
Sunday, June 4 (6:00 PM)	LarFTY End-of-Year BBQ

2016-2017 LarFTY Board

Caroline Kushel
Julia Lehman
Co-Presidents

Alex Birger
David Lehman
Co-Programming VPs

Chanah Haigh
Carly Levin-Santalone
Religious and Cultural VPs

Rachel Abraham
Jin Yu Hirsch
Social Action VPs

Sova Piven
Lauren Sigda
Junior Youth Programs VP

Greer Schuman
Membership VPs

Jake Stahl
Communication VP

Sam Dorf
Eleventh Grade Representative

Leah Abraham
Noah Katz
Ninth Grade Representatives

Adam Tanenbaum
Music & Youth Coordinator

Rabbi Eve Rudin
Director of Education
Youth & Families

Hello 8th – 11th Graders and Parents,

****Applications are due on Sunday, April 30th by 11:45PM!****

As we begin to wrap up another terrific year, we wanted to thank you for making it all possible. As LarFTY continues to grow and change we look forward to many more accomplishments over the next years as we expand our membership outreach and grow, programming and having fun, and are extremely excited for all the future holds.

Now, as we look towards next year, we are looking for LarFTY members who are interested in taking on leadership roles for the 2017-2018 year. Being on LarFTY Board is an amazing leadership opportunity that empowers you to work with your LT peers in creating, planning, and running youth group events, brainstorming new ways for engaging teens in Jewish opportunities, and envisioning the future of your youth program here at Larchmont Temple. You will also receive leadership training sessions and opportunities for growth, which look amazing when you apply to college! **Please read this letter and the entire LarFTY Leadership Nominations Packet very carefully.**

Like last year, teens again will not run for a specific position; rather, they will seek an opportunity to lead. The nomination committee will select a position for each applicant where they feel that applicant will excel most. That will result in a slate that all Larchmont Temple teens in 9-12th grade will vote on.

Applicants will complete a self-reflective questionnaire. The questionnaire provides an opportunity for the candidate to give information about themselves, their leadership qualities, and the strengths as a member of our community.

The nomination committee will review all of the applications submitted. The nominations committee will match the applicants with the position that best suits the strengths.

If a grade is not represented on the board throughout the nomination process, then a Grade Representative position will be appointed by the new board. These members will be a full part of the board. Their job will be to help on various projects just like the rest of the board. If there are not enough nominees for all available positions, the board will fill those positions as time permits.

All applicants are encouraged to work with Adam and past board members who have held positions in order to learn more about specific roles.

If you have any questions after having read this packet in its entirety, please contact Adam. We wish the best of luck to all those who are interested in obtaining a position on next year's LarFTY Board, and we look forward to the upcoming weeks.

L'Shalom,

Caroline Kushel
LarFTY President

Julia Lehman
LarFTY President

Adam Tanenbaum
Music and Youth Coordinator
Adam@LarchmontTemple.org

1. Applicants will fill out the questionnaire for self-reflection about interests, qualities, challenges, and ideas. **Due by Sunday, April 30 at 11:45pm.**
2. **The Nominating Committee will convene on Tuesday, May 2.** The Nominating Committee will be comprised of LarFTY Seniors, the LarFTY President, LarFTY Advisor and a LT Clergy Member.
3. The Nominating Committee meets to review all questionnaires and forms a slate of board members by matching each applicant's strengths with the open positions. After all questionnaires are reviewed, the committee might choose to follow-up with a phone call prior to putting together the final slate.
4. Starting with the position of President, Adam will contact applicants and ask whether or not they accept the position they have been slotted for. In the event that someone turns down a position, the Nominating Committee will go back to the drawing board to fill that position.
5. Adam and a member of the clergy will oversee and support the nomination process.
6. Once all candidates accept the positions that have been slated for, all of LarFTY will have an opportunity to vote on the recommended slate online at www.LarchmontTemple.org/LarFTY

Important Dates to Know:

- April 30: Applications due
May 2: Nominations Committee (evening)
May 4: Slate voting opens
May 10: Slate voting closes

You can find the questionnaire at LarchmontTemple.org/LarFTYApp. Please submit your final application on that link. I recommend you look at the questions and type your answers in Word, as the form will not save your responses. Please remember that applying does not guarantee a spot on the board. Also, serving on LarFTY Board is only one of a few leadership opportunities that are available to our teens here at Larchmont Temple. Everyone is to be commended for putting themselves out there and for participating in the nomination process.

Please submit your application by Sunday, April 30 – 11:45PM

By agreeing to be on LarFTY 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:

- **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. When this is the case, the conflict should be communicated with BOTH the Advisor and President(s) at least 48 hours prior to the meeting.**
- All Board Members are expected to attend the majority of LarFTY events.
- All Board Members are expected to attend all LarFTY leadership training events, with the same rules for attendance as outlined above applying.
- **Any date/time conflicts concerning meetings, events, leadership training, or other programs should be brought to the attention of the President(s) and Advisor as soon as possible. *Life happens, but communication is vital to our success!***
- The LarFTY Board will meet every other Monday at 6:00 PM. The LarFTY Advisor or LarFTY President will communicate with the board if and when a meeting will be cancelled.

Communication:

- All Board Members will check-in with the President(s) weekly to share updates and news, and to help the president to make meetings more productive.
- All Board Members will be responsible for making outreach phone calls, text messages, Facebook messages, Snapchat, Instagram for each event. While the outreach system may vary by event, it is required for each Board Member to communicate with the Membership Vice President(s) throughout the outreach process.
- All Board Members are expected to check their email daily, and respond to emails in a timely manner.

Leadership Role:

- **Board Members are expected to be a positive role model for our community. Board Members should adhere to the LarFTY B'rit Kehillah at all times. This includes interactions with peers both at and outside LarFTY events, as well as on Facebook, Instagram, Snapchat, and other electronic venues.**

Positions:

- All Board Members are expected to outline expectations and goals for the year with the President(s) and Advisor at the beginning of 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 LarFTY 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) and LarFTY Advisor any questions I may have now or during the year.

Board Member Applicant Signature

Date

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

Parent/Guardian Signature

Date

What is the LarFTY Board?

The LarFTY (**L**archmont **F**ederation of **T**emple **Y**outh) Board is the guiding body for LarFTY, Larchmont Temple's youth leadership program for grades 9-12. Members of the LarFTY Board are responsible for planning and running LarFTY programs and events, as well as holding other roles and responsibilities specific to each position of the LarFTY Board. In addition, LarFTY Board Members participate in leadership programs, helping them build skills and grow as leaders in our community.

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

- Attend all LarFTY Board meetings (unless conflicts are communicated in advance with the Advisor and President)
- Check in with the LarFTY President and/or Advisor on a regular basis.
- Attend all LarFTY events, program and meetings.
- Dedicate time in their weekly schedule to LarFTY. Depending on the calendar and role on the LarFTY Board, the amount of time could fall between 1 and 6 hours a week.
- Work with other members of the LarFTY Board and follow through on assigned projects and responsibilities.

*While being on LarFTY 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 LarFTY **needs to be very high on board members' priority lists**. This is a big commitment, and it is important to have a general sense of your availability and time management.*

Who is the LarFTY Board?

LarFTY Board Members are able to identify with many of the following characteristics: **creative, dedicated, dependable, energetic, enthusiastic, faithful, friendly, fun, helpful, reflective, responsible, self-motivated, socially conscience, spiritual, team-oriented, and thoughtful.**

If you have questions regarding any positions, please contact members of the current LarFTY board or Adam:

*Presidents: Caroline Kushel and Julia Lehman
Programming VPs: Alex Birger and David Lehman
Religious and Cultural VPs: Chanah Haigh and Carly Levin Santalone
Social Action VPs: Rachel Abraham and Jin Hirsch
Junior Youth Programming VPs: Sova Piven and Lauren Sigda
Membership VP: Greer Schuman
Communications VP: Jake Stahl
Eleventh Grade Representative: Sam Dorf
Ninth Grade Representatives: Leah Abraham and Noah Katz*

LarFTY Board Position Descriptions

Each position on the LarFTY 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 LarFTY member and LarFTY Advisor.

All LarFTY Board Members have the following responsibilities:

- ✧ Help plan, organize and run LarFTY events along with other Board Members.
- ✧ Meet/speak with the LarFTY President(s) on a weekly basis to discuss current issues/events.
- ✧ Meet/speak with the LarFTY Advisor on a monthly basis to discuss current issues/events.
- ✧ Attend all LarFTY meetings and events.
- ✧ Attend the New York Area Jewish Teen Leadership Summit. (May 20, 2017)
- ✧ Staff at least 2 Junior Youth Group Events per year.

President(s):

- ✧ Meet/speak with the LarFTY Advisor on a weekly basis to discuss current issues/events.
- ✧ Arrange weekly check-ins with LarFTY Board Vice Presidents and Representatives.
- ✧ Prepare agendas for and run each board meeting guided by the LarFTY Advisor.
- ✧ Along with LarFTY Advisor, plan LarFTY Board training programs and bonding.
- ✧ Administer LarFTY Board Facebook Group and Group Me.
- ✧ Attend 1 regional NFTY-NAR event during the 2017-18 school year.

Programming Vice President(s):

- ✧ Create the LarFTY calendar along with the LarFTY President(s) and Advisor.
- ✧ Understand and implement the LarFTY Programming Format for all LarFTY event programming.
- ✧ Organize and plan LarFTY programs and events with other board members and general members assigned to each event.
- ✧ Work with RCVP and SAVP to encourage collaboration of social action, religious, cultural and educational themes into LarFTY programs and events.
- ✧ Work with the Membership VP, grade representatives and the LarFTY President(s) to encourage other LarFTY members to become involved in planning and attending LarFTY events.

Religious and Cultural Vice President(s):

- ✧ Work with the LarFTY Programming VP, President(s) and the LarFTY Advisor to incorporate religion and culture into LarFTY programs and events.
- ✧ Write and run at least 1 creative service per year.

Social Action Vice President(s):

- ✧ Work with the LarFTY Programming VP, President(s) and the LarFTY Advisor to incorporate social action, tikkun olam, religion and culture into LarFTY programs and events.
- ✧ Coordinate LarFTY's annual High Holy Day Food Drive.
- ✧ Coordinate LarFTY's annual Treats for Troops Candy Drive.
- ✧ Find and/or create opportunities for LarFTY to participate in social action projects.

Junior Youth Programming Vice President(s):

- ✧ Plan and promote Junior Youth events with the help the LarFTY Advisor.
- ✧ Understand and implement the LarFTY Programming Format for all Junior Youth event programming.
- ✧ Organize and plan LarFTY programs and events with other board members assigned to each event.
- ✧ Work with the Membership VP, grade representatives and the LarFTY President(s) to engage other LarFTY members in planning and attending Junior Youth events.

Membership Vice President(s):

- ✧ Communicate and work with LarFTY President(s), grade representatives and LarFTY Advisor to keep current members active, raise membership numbers and publicize events.
- ✧ Co-administer LarFTY Facebook Group and Instagram with the Communications VP(s).
- ✧ Create and implement the LarFTY outreach system along with the Communications VP and grade representatives, consulting with and reporting results to the LarFTY President(s) and Advisor.

Communications Vice President(s):

- ✧ Co-administer the LarFTY Facebook Group, Instagram, and Snapchat with the Membership VP(s)
- ✧ Organize all LarFTY mailings and emails with the LarFTY President(s) and LarFTY Advisor.
- ✧ Send email after each meeting to the LarFTY Board summarizing the events, highlights and action plans.
- ✧ Take and collect photo and video from all LarFTY meetings and events.

Grade Representatives:

- ✧ Communicate with other Grade/Membership Representatives in order to foster stronger relationships within the board and the entire LarFTY community.
- ✧ Represent the interests of LarFTY Members in your grade.
- ✧ Work with the LarFTY Membership VP to increase and maintain LarFTY membership.
- ✧ Implement the LarFTY outreach system, consulting with and report results to the LarFTY Membership VP.
- ✧ Encourage people in your grade to join and become involved in LarFTY.

Next Steps:

Now that you have completed this entire packet, you may now go to: www.LarchmontTemple.org/LarFTYapp to complete your LarFTY Board application. When it is complete, please give Adam a physical copy of your signed LarFTY Board B'rit Kehilah.

Your application will not be considered complete until you have submitted both pieces.

If you have any further questions, please do not hesitate to contact Adam.
