

Temple Dor Dorim, Youth Department
2360 Glades Circle ▪ Weston, FL 33327 ▪ www.dordorim.org
Phone 954-3589-1232, Ext. 107 ▪ Fax 954-389-4670
Jamie Mafdali ▪ Director of Youth Engagement: Learning and Programs
JMafdali@templerdorim.org
Brian Kessler ▪ TOUCHY President ▪ briankessler86@gmail.com



Intent to Run & Elections Packet 2019-2020 (5780)

"There is a difference between interest and commitment. When you are interested in doing something, it is only when convenient. When committed, you accept no excuses, only results." - Kenneth Blanchard

Thank you for taking an important first step in ensuring a secure future for TOUCHY. Serving as a TOUCHY Board Member is an extremely rewarding experience. Your commitment in running for office is a clear sign of your dedication to TOUCHY and Temple Dor Dorim. Please take the time to read through the following information, which has been written to help you and your parents understand your role as a TOUCHY Board Member and some of the many responsibilities that come with the title, should you be elected. If you have any questions please do not hesitate to ask either Brian, the TOUCHY President, Jamie, or the current board member of your chosen position.

A Completed Intent to Run Packet includes the following items:

1. A short personal statement explaining your desire to run and qualifications for the position(s) that you seek. Only 1 letter is needed and should include 2 positions, if you are dropping down (see page 7). - 1 page limit (Page 6)
2. Candidate Questionnaire (Page 6)
3. Program Write-Up (in program format) (Page 6)
4. Completed Contract for Elections (with signatures from Candidate, Parent/Guardian, & Director of YELP) (Page 9)
5. Signed Brit Kehillah (Code of Conduct) (Page 10)
6. Candidate Conference with Jamie Mafdali - Director of YELP and, when possible, the TOUCHY President. You must contact Jamie to set up the time.
7. If TOUCHY Membership Forms for 2019-2020 are ready by February 1, 2019, a completed form must be submitted.

In order to be eligible to run for the TOUCHY Board, you must be a TOUCHY member in good standing. You must Complete numbers 1-6 above by 11:59 PM on Wednesday, February 13, 2019. Number 7 will depend on the form being available.

TOUCHY Executive Board positions up for election, in ranking gavel order, are: President, Programming Vice President, Social Action Vice President, Religious and Cultural Vice President, Communications Vice President, Membership Vice President, Fundraising Vice President, and Historian. **TOUCHY Grade Representative Positions** up for election are: Upperclassmen Representative (for a rising 11th or 12th grader) and Underclassmen Representative (for a rising 9th or 10th grader). Grade Representatives are non-voting delegates who serve on the TOUCHY Board.

Every person elected to TOUCHY's Board will be expected to put forth a tremendous amount of time and effort. The positions also come with some financial responsibility. NOW is the time to decide if you have the ability to fulfill such a commitment. The first priorities in your life must be your family and your studies. **If you do not have the ability to effectively juggle TOUCHY with family and school, we urge you to think twice before running a board position.** Think about other commitments you may already have including sports, academic extra-curricular activities, tutoring, work, etc.

Being a member of the TOUCHY Board is an honor that comes with a great deal of responsibility. **This packet lists the basic requirements for all TOUCHY Board Members, as well as the additional responsibilities for each board position in detail. It is important to remember that regardless of our individual responsibilities, we are all a team. We must remember to support each other and work together while recognizing each other's strengths and weaknesses to continue to improve our TYG.**

Basic Requirements for **ALL TOUCHY Board Members (Executive Board and Grade Representatives)**:

- Attend all TOUCHY board meetings
- Attend greater than 80% of TOUCHY events - arrive on time and stay until the end
- Possess and present a positive attitude
- Conduct yourself in accordance with behavioral guidelines outlined by Temple Dor Dorim, NFTY, and the URJ
- Reach out to others by welcoming and including them
- Accept and respect individual differences
- Serve as a role model for all members of TOUCHY on a local, regional, national, and international level, and to appropriately represent TOUCHY to others
- Serve as a mentor to future leaders
- Carry out any responsibilities only with consent of the Director of YELP
- Regard all matters discussed at board meetings as private and privileged information
- Resolve any board/staff conflicts behind closed doors. Present a unified front at all times in public, even when opposing views have been expressed.
- Work in cooperation with regional counterparts (where they exist)
- Be able to assist TOUCHY President in time of need
- Accept compliments, direction, feedback, and constructive criticism
- Represent Temple Dor Dorim at sub-regional and regional functions including, but not limited to: LLTI, Winter Regional Convention, and Fall and Spring Kallot (plural of Kallah)
- Attend and assist with at least 3 younger youth group events to offer a presence and to assist with programming
- Attend a pre-board meeting on March 19, 2019.
- Attend a Calendaring Day Sunday, April 7, 2018 (approx. 3:00-7:30 PM)
- Attend the Liz Leadership Training Institute (LLTI) April 12-14, 2019 in Wellington, FL
- Attend at least 1 additional NFTY-STR Regional event during each term on the TOUCHY board.
- Attend the TOUCHY Board Retreat - date to be determined after elections.
- Read and abide by the TOUCHY Constitution
- Have occasional calls or meetings with TOUCHY President (President will have calls with each board member.)
- Have occasional calls or meetings with Director of YELP
- Take on any additional duties which may be necessary

Additional Requirements & Responsibilities of **President:**

- Parent(s) must be members of Temple Dor Dorim
- Must have previously served on the TOUCHY Board
- Attend all TOUCHY Executive Board meetings and events
- Conduct his/herself in a mature manner at all times, strive to be diplomatic in judgment, and balance friendships with role as an authority figure
- Willing to guide and work with the TOUCHY board throughout your term
- Call and preside over all TOUCHY meetings in regular consultation with Director of YELP
- Guides the TOUCHY board in the proper execution of their aims and purposes
- Jointly with the Director of YELP, supervise the TOUCHY board and takes responsibility for all decisions made
- Consult regularly with the Director of YELP
- Have occasional calls or meetings with each board member
- Have occasional call or meeting with Director of YELP, after speaking with the rest of the board
- Jointly with the Director of YELP, responsible for the execution and implementation of the constitution of this youth organization and any adjunctive rules, including the NFTY Code of Conduct
- Keep the lines of communication open between TOUCHY and NFTY-STR (including NFTY-STR President)
- Appoint a representative board member to preside over an event, if not able to attend
- Serve as a liaison between TOUCHY and ATID (6-8th grade youth group)
- Communicates regularly with local area TYG Presidents to plan joint events and exchange ideas
- Attend Temple Dor Dorim Board of Trustees meetings (approximately once a month)
- Represent Temple Dor Dorim at sub-regional and regional functions including, but not limited to: LLTI, Winter Regional Convention, and Fall and Spring Kallot (plural of Kallah), and Asefot (plural of Asefah)
- Fulfill any additional duties which may be necessary to fulfill any of the above responsibilities

Additional Responsibilities of **Programming Vice President:**

- Take the place of the president when so required
- Plan, write in program format, and implement all programming (working with other board members)
- Submit programs, in program format, to Director of YELP 1 month prior to event
- Promote and encourage the use of NFTY's goals and values in TYG programming
- Serve as a programming resource for all TOUCHY board positions that are involved with programming
- Work closely with TOUCHY board members to create programs and strategies that seek to increase and retain membership
- Work with Membership VP closely to develop mechanisms for successful integration of new and old members into the TYG
- Work closely with Director of YELP to develop successful programming
- Plan and implement transitional programming for 8th graders entering TOUCHY with Membership VP
- Address the needs of each grade level represented in TOUCHY, in conjunction with Grade Representatives
- Communicates regularly with local area TYG Programming Vice Presidents to plan joint events and exchange ideas

Additional Responsibilities of **Social Action Vice President:**

- Plan, write in program format, and implement all programming relating to Social Awareness, Social Justice, and Tzedakah
- Work with Director of YELP and President to establish a Tikkun Olam goal for the coming year
- Inform TOUCHY of various Social Action issues and the NFTY Social Action theme
- Provide information on the NFTY-STR Mitzvah Corps Project
- Encourage TOUCHYites to apply for positions at Camp Jenny
- Coordinate Annual Camp Jenny fundraiser, recently a dinner combined with the TOUCHY led Shabbat Services
- Plan and run the Youth Department's Mitzvah Day project in consultation with Director of YELP and Temple Dor Dorim's Social Action Chair(s)
- Attend Temple Dor Dorim's Social Action committee meetings, when necessary
- Inform TOUCHYites of and coordinate all volunteer opportunities within Temple Dor Dorim, locally, and through NFTY-STR

Additional Responsibilities of **Religious and Cultural Vice President:**

- Responsible for all religious, educational, Shabbat, and holiday based programs
- Create framework in which youth group members can improve/develop ritual skills
- Oversee the planning and implementation of all worship services at TOUCHY events
- Inform TOUCHY of various Religious and Cultural issues and the NFTY Study Theme
- Responsible for creating all Judaic and Religious programming for the year, including cultural events that correspond with Jewish holidays and life cycle events (may include Temple-Wide events)
- Plan and execute Shabbat program/overnight for younger youth groups with Director of YELP
- Work closely with the Director of YELP, the Cantor, and Rabbi to create, plan, and implement TOUCHY's annual Creative Service
- Communicates regularly with NFTY-STR's RCVP
- Maintain a relationship and meet with Rabbi in order to get resources and develop programs and services
- Attend Temple Dor Dorim's Ritual committee meetings, when necessary

Additional Responsibilities of **Communications Vice President:**

- Maintain close ties with the TOUCHY President with regard to all TYG matters
- Be willing to assess and remedy weaknesses in the functioning of the TYG
- Take minutes at all TOUCHY board meetings and submit to Director of YELP within 48 hours; once approved distribute to TOUCHY Board
- Submit all minutes to Director of YELP at the end of term, in a binder
- Be responsible for all communications to TOUCHY via email, Facebook, Twitter (or other social media)
- Set up an e-mail directory, and send e-mail announcements, phone calls and/or texts to the youth group regarding TYG, sub-regional and regional events, in consultation with the Director of YELP
- Work with TOUCHY Board Members to maintain an interactive social networking site (i.e. Facebook) that will be used as a weekly guide for all TOUCHY members to be update on upcoming events
- Develop, with the Director of YELP and Executive Board, a TOUCHY T-shirt at least 1 month before Fall Kallah
- Keep an accurate, electronic record of attendance for all board meetings
- Keep an accurate, electronic record of attendance at programs for the TOUCHY Board and for the general membership
- Work with Historian to take pictures at every function

Additional Responsibilities of **Membership Vice President:**

- Create programs and strategies that seek to increase and retain membership
- Personally contact potential members to encourage them to join and attend meetings/events
- Plan and implement transitional programming for 8th graders entering TOUCHY with Programming VP
- Welcome new members and develop mechanisms for successful integration into the youth group
- Work closely with Director of YELP to develop membership
- Consult with the Director of YELP and TOUCHY President to understand membership goal for the coming year
- Address the needs of each grade level represented in TOUCHY

Additional Responsibilities of **Fundraising Vice President/Treasurer:**

- Inform Director of YELP when running low on snacks and drinks for the vending machines
- Fill vending machines regularly. Set up times with Director of YELP
- Assist Director of YELP in making deposits to the Controller from vending machine/fundraising income
- Collect money at TOUCHY events and keep record of those who have paid
- Take the leadership position in planning, organizing, and running the Purim Carnival and/or other fundraisers with the TOUCHY Board (Coordinate all volunteers and booths in advance)
- Hold at least 3 fundraising events per year approved by the TOUCHY board (including Lucky's Café)

Additional Responsibilities of **Historian:**

- Take pictures at every function, uploading them to Facebook, keeping a TOUCHY file for the year, and uploading the pictures to the Google Drive regularly
- Maintain a current photo album
- Maintain updated bulletin boards inside and outside of the TOUCHY Lounge (pictures, calendars, flyers, etc.)
- Submit pictures to the Director of YELP each month to be placed into the Temple bulletin
- Create a slide show, with music, that will be shown at the TOUCHY banquet at the end of the year
- Put together a collage of pictures of past events to be sent out each month in our Monthly Mailing
- Work with Communications VP in updating our TOUCHY Facebook page with pictures of past events
- Take minutes at TOUCHY board meetings, if Communications VP is not present
- Record attendance at board meetings, if Communications VP is not present
- Record attendance at programs for the TOUCHY Board and for the general membership, if Communications VP is unavailable
- Compile/Produce a TOUCHY Scrapbook to present at the TOUCHY Banquet

Additional Responsibilities of **Grade Representatives:**

- Be a voice for your corresponding grades (Upperclassmen: 12th and 11th; Underclassmen: 10th and 9th)
- Encourage membership and attendance in TOUCHY
- Work with Programming VP to create and run at least 2 programs throughout the year
- Be part of the membership team, working with Programming VP and the Membership VP
- Help to ensure communication among your grades

INTENT TO RUN DETAILS

Candidates must submit an **Intent to Run Packet**, the header of which should have your first and last name, position you are running for, and the one position you might drop to (see page 7 for information on this). You can only drop once. It will include a short **personal statement, will answer the following questions** (please include the question in your document) and a **fully written out program** (in program format):

A. Personal Statement to include desire to run and qualifications for the position(s). 1 page limit.

B. Candidate Questionnaire

1. Describe your Youth Group experience (You may include how long have you been involved in ATID/TOUCHY and Temple Dor Dorim, your best experience, and/or what TOUCHY means to you?)
2. What are your goals for TOUCHY as it applies to the position you are running for?
3. Describe your past leadership experience. (Can be an experience outside of TOUCHY)
4. What other extra-curricular activities are you involved with and what are your time commitments to them?
5. For the position (or 2) you are running, please answer the questions listed
 - a. President - How would you help a fellow board member who is struggling in their position? Describe a problem and solution related to each of the 7 other Executive Board positions.
 - b. Programming VP - Describe 3 different programs you would like to implement at TOUCHY this coming year
 - c. Social Action VP - How would you raise awareness about a topic you found meaningful while keeping TOUCHYites engaged?
 - d. Religious and Cultural VP - Describe a Creative Service you'd like to implement with TOUCHY. Give an example of a theme and what would be different that a "regular" service at Temple Dor Dorim.
 - e. Communications VP - How would you empower other Board Members and TOUCHYites to be part of the communications process? Design 2 TOUCHY shirts.
 - f. Membership VP - How would you help new and returning TOUCHYites get the most out of TOUCHY?
 - g. Fundraising VP - Design a fundraising program TOUCHY could implement in the coming year.
 - h. Historian - Describe any new ideas you have to further the Historian's responsibilities.
 - i. Upper Grades Representative - Describe how having you on board will benefit TOUCHY.
 - j. Lower Grades Representative - How will you ensure that the 9th grade voice is heard?

C. Write a Program –

Design a sample program you'd like to implement for TOUCHY and prepare it in NFTY Program Format. More information can be found at <https://nfty.org/resources/youth-group-administration/programming/>. For PVP, you will be creating 1 (one) program for this section and *explaining* 3 programs in Section B.

ELECTION PROCEDURES

Elections for TOUCHY Executive Board will take place on Wednesday, February 7, 2019 from 6:45 - 8:00 PM.

ALL CANDIDATES MUST BE PRESENT NO LATER THAN 6:30 PM.

All candidates running for TOUCHY Board positions must fully understand the position they are running for and fulfill the requirements on page 1 in a timely manner.

There is to be no campaigning, including posters, slogans, e-mails, tweets, etc. Anything that could be considered slander/libel of other candidates will not be tolerated and may cost you the ability to run for office. It is your responsibility to inform your peers of the possible consequences.

For each position, candidates will be called on to speak in alphabetical order. Presidential candidates will be given a maximum of five minutes, and all others will have three minutes. Speeches will be timed, and you will be given notice after each minute has passed. During the last minute, you will receive a final thirty-second warning. All candidates will have at Q&A afterwards for at least one minute, depending upon the number of candidates. If you drop you will not be able to give another speech but will get the opportunity for the Q&A. Give careful thought to what you are going to say. Prepare your speech in advance. Practice, relax and speak slowly! All approved Intent to Run Packets will be available for review prior to elections.

All TOUCHY members and 8th grade ATID members, in good standing, will be able to vote. Voters must be in the room for all speeches of a given office in order to vote for that office. Ballots will be collected and counted by the TOUCHY President, the Director of YELP and one unbiased witness. Specific results will remain confidential in all circumstances. The candidate who wins with a majority of the counted votes will be declared the winner. When more than two people are running for an office and a clear majority is not evident, ballots will be cast again and a runoff between the two candidates with the most votes will take place. In the event that an individual is running unopposed, the vote will be called by voice. (Voters will respond with "aye" or "nay".) If there are any "nay" votes, we will proceed with a closed ballot vote and the candidate will require a majority to win the election.

What does it mean to drop down?

At the time of completing one's intent to run packet, a teen will need to decide not only what position on the TOUCHY Board they would like to serve but also *one* position they would like to serve should they not be elected to that position. Elections happen in gavel order with President being elected first. That means a teen needs to run for the highest position in gavel order that they seek.

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CONTRACT for ELECTIONS

Candidate Name: _____ Grade as of Sept. 2019: _____

Candidate's Cell: _____ Candidate's Email: _____

Desired Position: _____ Drop-Down Position (if any): _____

I have read the requirements and expectations for being a TOUCHY Board Member and have read the TOUCHY Constitution (found at: tinyurl.com/TOUCHYTDDConstitution) and Brit Kehillah (found in this packet). I have discussed my desire to run for board with my parent(s)/guardian(s) and have fully explained to them the time commitment necessary to carry out my responsibilities. If any items were unclear to me, I have taken the time to discuss them with the Youth Director or TOUCHY President. If elected, I intend to fully uphold my responsibilities. I understand that if I am unable to adequately fulfill my duties, I could be removed from office.

Candidate Signature: _____ Date: _____

Parents/Guardians: Thank you for enabling your child to engage in a wonderful opportunity that will promote leadership, personal growth, and a strong connection to Reform Jewish life. Please take the time to discuss with your child the ethics of hard work, maturity, responsibility, teamwork, and Jewish involvement. As stated in the enclosed literature, a candidate must be capable of effectively balancing their TOUCHY responsibilities with family and school obligations. Your support of their endeavors is invaluable, and you are encouraged to be actively involved in this commitment.

I understand all of the commitments my teen will be responsible for by applying for a leadership position on the TOUCHY Board, including both time and financial obligations. I have read the requirements and expectations for being a TOUCHY Board Member. I agree to support my teen and I am confident in their ability to fulfill the position indicated above. If any items were unclear to me, I have taken the time to discuss them with my teen as well as the Youth Director or TOUCHY President.

Parent/Guardian Signature: _____ Date _____

I know this candidate personally and have met with them to discuss the possibility of running for the position(s) indicated above.

Jamie Mafdali, Director of YELP: _____ Date: _____

**THIS FORM MUST BE SUBMITTED ALONG WITH THE INTENT TO RUN PACKET
TO JAMIE MAFDALI, DIRECTOR OF YOUTH ENGAGEMENT: LEARNING AND PROGRAMS,
NO LATER THAN 11:59 PM, WEDNESDAY, FEBRUARY 13, 2019
IN ORDER TO BE ELIGIBLE TO RUN FOR OFFICE**

You may submit all documentation via e-mail, fax, or in hard copy.

Temple Dor Dorim - Youth Department Brit 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 have read the following rules, designed to promote the health and safety of all participants, and have indicated my unqualified acceptance by my signature and that of my parent/guardian. I understand that appropriate consequences will result from breaking this Code of Conduct.

1. I will not possess, consume, or distribute alcoholic beverages.
2. I will not possess, use or distribute any illegal drug or drug paraphernalia.
3. I will not smoke, consume or distribute tobacco products of any kind.
4. I will attend and participate fully in the entire event, or program, unless otherwise agreed upon by the Youth Director. I will arrive on time, stay until the end, and remain in/at the event or program premises at all times.
5. 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 gambling is not allowed, except for fundraisers approved by the adult leadership.
6. On overnight trips or programs, I will abide by the curfew announced by the adult leadership. I will report to my assigned sleeping arrangements, and will not go into the room, cabin or sleeping area of members of the opposite gender.
7. I understand that visitors must be approved in writing by the Youth Director. Specific events allowing for guests will be announced by the adult leadership.
8. I understand that I am not to obtain any permanent body alterations, such as piercing or tattooing, while at a Temple Dor Dorim event or program.
9. I agree to refrain from any inappropriate sexual behavior.
10. I agree to abide by any additional rules, pertinent to a specific event, which may be announced and to accept the consequences of the violation of any rules. I understand that I represent myself, my family, and Temple Dor Dorim at all times.

I understand that if I break any of the rules above there will be repercussions that include, but are not limited to, being impeached from the TOUCHY or ATID Board. I understand that I am a representative of NFTY, Temple Dor Dorim and the Youth Department when I am both in the building and when I am not in the building. If I am a board member, I know that others look up to me, and I will be mindful of my actions all of the time to honor the leadership position that has been entrusted to me.

I have read the above rules, designed to promote the health and safety of all participants, and agree to abide by them and have indicated my unqualified acceptance by my signature.

Participant Signature: _____ Date: _____

Participant Name, Printed: _____

I have read the above rules, designed to promote the health and safety of all participants. I have discussed this Brit Kehillah with my child/teen and have indicated my unqualified acceptance by my signature.

Parent/Guardian Signature: _____ Date: _____