

Jay Levine BBG #1508

Fall Term 2014  
Election Packet



Everything you need to know about the  
upcoming elections!

Submitted with undying love for Once  
Upon a Time, KIO #27, CLTC 5 2013 and the  
amazing girls of JLBBG

## **Why run for chapter board?**

- Running for chapter board is one of the most exciting and impelling things a girl can do during her BBYO career. It allows you to implement your ideas, inspire members, and become a leader not only in BBYO, but in anything you dare to take on.

## **A Few Rules...**

- You must be a second semester freshman or older in order to run
- You MUST aspire to Mike Steklof (See below for further detail).
- Absolutely, positively NO POLITICKING! This means nobody except the advisor (Allison Feit), Mike Steklof, and your parents may know what you're running for or that you are running in general. You may NOT try to persuade girls prior to elections to vote for you.
- Each girl running will have a specified time length for their speech: N'Siah 5 minutes, S'ganit 4 minutes, all other positions 3 minutes, as well as a platform stating goals and qualifications.

## Questions to ask yourself when deciding if you want to run:

- Do I want to work to improve all aspects of my chapter and set the standard of what the chapter will be?
- Do I have time to devote to being an active board member?
- Am I willing to work with all girls to better my chapter, even if I'm not close with them?
- Am I willing to cut back on other activities that I love in order to attend all board meetings, chapter meetings, events, and programming?
- Will other extra-curricular activities get in the way of my work on board?
- Am I willing to compromise with the girls I am working with in order to make improvements within my chapter?
- Am I willing to put myself out there and run with the understanding that I might lose? If I lose, will I be able to handle it and still attend chapter programs?

★★If you are running for board, your answers should be yes to all of these questions!

### The 8 Steps to Running for Chapter Board★★:

1. Read the descriptions of all positions. Think of which position you have the most ideas for and what you feel you'd have the most fun with. It should be a position that you have ideas for to help the chapter flourish.
2. If you are unsure about anything regarding your desired position, call the person in your chapter who has had that position before. You should be asking her what you should do in order to help your chapter most with this position and make Jay Levine BBG have its best term yet!
3. Contact Katie to aspire via Facebook, email, text, etc. (502) 759-9957. All aspirations are due by Sunday, July 28.
4. Write your speech. If you are running for chapter N'Siah, you have 5 minutes. If you are running for S'ganit, you have 4 minutes. Any other position, you have 3 minutes. Practice, Practice, Practice! Time it before to make sure it doesn't go over the limit; you don't want to get cut off!
5. Make a platform! A platform is the outline of your speech. It should be made up of one 8.5 X 11 in. sheet of paper, your choice of color. You can include any theme or design you wish! (Usually this coordinates with your speech.) A usual platform contains your qualifications (i.e. conventions you've been to, chapter events you've been to, past positions you've held, etc.), your personal goals for the next term, and a letter to the chapter (this is usually just a sweet little paragraph explaining your love for the chapter and how excited you are to run for your position). If you would like to see an example of a platform, please ask Katie, or any other board member!
6. Get your parents to sign the parental consent form found later in this packet. You must give this to your chapter N'Siah before elections start. **Show up at elections at least 15 minutes early (by 2:45 pm) on Election Day, Monday, August 11 at the JCC, room 1.** Dress nicely (i.e. skirts, dresses - to differentiate yourselves from those not running) and bring your speech, parental consent form, and platforms (make copies for probably around 20-25, check the facebook event or ask for an estimate).

*★★If you do not complete all of these steps, you will not be allowed to run.*

## Descriptions of Positions:

### All Officers:

- Remain an active member of the chapter, attend all chapter programs (unless you present the N'siah with a legitimate reason why you can't make it beforehand) and set an example in chapter meetings.
- Willingly help the N'siah and all other officers at their request-a board will only function when all members are working towards the same goal.
- Work with your regional counterpart. Respond to her emails and calls and attend Chapter Execs at the beginning of this term. Follow all requirements you decide with her. Use her as a resource for anything you need!
- Come to as many regional programs as possible.
- Be a role model for younger members; they look up to you and will be responsible for passing on the chapter's traditions.
- Help recruit new members for your chapter-this is NOT just the MIT Mom's responsibility.
- Be aware of changes in your chapter's dynamics and help keep the N'siah up to date with any problems girls in your chapter may have.

### **N'siah (El Presidente):**

- Your job is to be the president of your chapter. This doesn't mean hold every office, it means watch over your officers and make sure they are on track with their positions. You should know about every aspect of your chapter all the time.
- Look over every officer's position-this is the best description I can give you for your job. Know the ins and outs of your chapter; always be prepared, and be the model member for your incredible chapter.
- Be in constant communication with each member of your board, your chapter members, and their parents.
- Just as the rest of your board should be willing to help you with anything, you should be willing to help them with anything they need at all times.
- Lead meetings
- Attend almost all regional programs and encourage girls in your chapter to do the same.

### **S'ganit (Programming Queen):**

- You are the Vice President. This means, if the N'siah is unable to serve, you step in. (If the current N'siah is running for a second term against someone else, you run that election)
- You are responsible for making sure your calendar is filled with high quality, multiple-fold programs all term long
- You don't have to (and shouldn't) plan all programs within your chapter, but guide other girls when they are planning programs.
- You should know every aspect of an event before it occurs so that programs run as smoothly as possible.
- Stay in constant contact with your N'siah to make sure that you are both working towards the same goals.
- Remember that programming is what BBYO is all about. Girls come because of programs and they will stop coming if programming is poor.
- You are as vital to retention as the MIT Mom, and the better your programming the better the chapter is.

**Morah (MIT Mommy):**

- The three R'S are your Specialty: Recruit, Reeducate, and Retain members. You must work tirelessly to find new girls to join your chapter and it is your job to teach them the ins and outs of BBG.
- Remember, quality IS ALWAYS more important than quantity.
- Call girls as many times as it takes to get them to come to a program and encourage them to go to as many programs as they need before they decide whether or not to join.
- Help girls officially join BBG (filling out forms, getting on the email list, becoming paid on b-linked, etc)
- Educate your MITs and newer members through MIT meetings, MIT manuals, MIT board, etc to give them step-by-step guidance on how to be a BBG. Follow requirements given by the regional MIT mom regarding this.
- Take time to sit with new members at meetings; explain things as they happen, and help them feel comfortable.
- Go out of your way to make ALL members feel welcome, not just MITs.
- Hold reeducation programs as much as possible to keep all members informed about BBG.
- You should ALWAYS be recruiting -- no matter the potential BBG'S grade or age -- it is never too late to get a girl involved!

**Sh'lichah (Judaism Lady):**

- You are in charge of Judaic programming, community service, and social action.
- You must create services for any Friday night or Saturday programs, as well as Havdallah for Saturday night programs.
- Facilitate StandUp! Programming and education within your chapter
- Work with the Gizborit to raise as much money as possible.
- Incorporate Judaism into anything you can in our chapter, even if it just means teaching girls a blessing before a meal, because this is the sole reason that we are all together: our religion.

### **Gizborit (Money Maker):**

- Your role is to raise chapter funds for programs, conventions, and Stand Up!, as well as design and order spirit wear.
- Set goals for your term including how much you want to fundraise, and how much from this you want to save, spend, and donate to Stand Up!
- Plan fundraisers according to the requirements you come up with, with the regional Gizborit.
- Publicize fundraisers to make them as successful as possible (around schools, the community, and the chapter).
- Always know how much money your chapter has in its account and remind girls of that when they are brainstorming for programs.
- Set a budget for each program.
- Collect all reimbursement receipts to give to the advisor.

### **Mazkirah (Communication Guru):**

- Keep the chapter up to date on all programs; you must be a skilled communicator to successfully fill this goal. Calling girls, e-mailing, facebooking, and making announcements are all successful ways to do this.
- Constantly work with the N'Siah to communicate information to the chapter by calling all girls with some schedule you come up with
- Remember emails/texts are NOT a substitute for calls; they may be in addition to calls.
- Be friendly on the phone, and make sure other members are doing the same.
- Remember, you are a HUGE link in the chain to retaining members.
- Make sure every member gets called somehow; if girls don't get called they feel left out and often leave the chapter.
- Take minutes at meetings and save them to use as a resource if needed. If you are unable to attend meetings, find someone else to take minutes.
- Maintain the website and encourage to girls to check it weekly.



I, \_\_\_\_\_, am aspiring for the high and honorable position of \_\_\_\_\_.

- I realize that if elected I am making a huge commitment to the chapter
- I will make an effort to attend every chapter and regional event
- I will work hard to improve the chapter
- I will keep my priorities in mind and make smart decisions that influence the chapter in a positive way
- I recognize that friendship is more important than the election and I will never let one compromise the other.

If elected, will you serve? \_\_\_\_\_

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Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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To the parents of those aspiring to be on chapter board, Congratulations! Your daughter is choosing to run for board and step up and be a leader in our chapter! This is something to be extremely proud of- only with the hard work and dedication of our members do we truly succeed as a chapter and as an organization.

Please know that being on chapter board is a huge commitment, and it will take up a significant part of your daughter's time. Not only will she be required to attend almost all (if not all) of Jay Levine BBG programming, she will also be required to take extra time from her week to organize and plan events that benefit our chapter. She will need support throughout the term from you, and we understand how crucial it is that you play an active role in your daughter's BBG career.

We urge you to talk to her about her aspirations on chapter board before you sign this form, and please know that win or lose, your daughter plays an extremely significant role in our chapter. I have read over this form, and I understand all that is involved in my daughter's running for chapter board. I have talked to her about her aspirations as a leader, and I support her in her future BBG endeavors.

If you have any questions about elections or the responsibilities of being on board, contact Mike Steklof, Teen Director at 502-238-2774, or [msteklof@jewishlouisville.org](mailto:msteklof@jewishlouisville.org).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Note From Audrey:**

Being on board is an absolutely amazing experience! I have highly enjoyed my terms on board and I think it is an amazing opportunity. It teaches you so many valuable life-skills such as organization and leadership. If you are skeptical about running for board my advice would be to think about past events. Did you find yourself yearning to be standing up leading a program or services? Was your mind filled with ideas on how to make the event even better? Scroll through the website and other Jay Levine sources. Do you see yourself being the one posting and making the resources? Think about what you would say if you were to run for board, look over the questions in this packet. If your mind is filled with ideas, if you're dying to be leading programs constantly, if you see yourself texting and reminding girls about events. Go for it! It is okay of course to be nervous, but do not let that hold you back :)

Submitted with undying love for,  
Summer, chapstick, being a cool temperature, driving,  
my dogs, walks, CLTC 5 2013, KIO #27 and the amazing  
and wonderful girls of Jay Levine BBG #1508

I remain,

Audrey Jill Nussbaum