



Garden Empire

# Cabinet Information Packet 2017-2018

---

Shalom,

Thank you for your interest in applying for the NFTY-GER Cabinet! Your dedication and enthusiasm ensures that NFTY-GER has a successful future. This packet is designed to walk through the Cabinet application process as well as what it's like to be a Cabinet member throughout the year. It should help you decide if being on Cabinet is right for you, and if so, which positions are your best fit.

Being on Cabinet is a big responsibility. It requires a significant time commitment, a willingness to work with others, and an ability to self-motivate. Cabinet members assist in recruiting, making announcements, serving as role models to the entire region, and much more. Each Cabinet member has a Regional Board liaison to oversee them throughout the year. You will work with your liaison on position-specific responsibilities and should keep in close contact with them through email, text, video call, etc. Being a Cabinet member is a year-long commitment. Please take the time to talk with your parents, as well as your youth group advisor or rabbi, about the commitment necessary for Cabinet members and then upload a signed copy of the Consent Form (found at the end of this packet) to your application.

The online Cabinet application can be found [here](#). On it, you will find general questions for every applicant as well as questions specific to the position for which you choose to apply. The descriptions of each position, the Regional Board liaison they report to, and the approximate number of people per position can all be found in this packet. You will have the option of picking a dropdown position should you not be chosen to fill your first choice.

**The application is due no later than Tuesday, August 15<sup>th</sup>.** If you have any questions concerning Cabinet or the application process, please reach out to Melo Taylor, NFTY-GER Director of Youth Engagement, at [mtaylor@urj.org](mailto:mtaylor@urj.org).

Many factors contribute to whether or not an applicant is offered a Cabinet position, and the structure of the Cabinet can change from year to year. Please be aware that not everyone who applies to be on the Cabinet receives a position and those who do don't always receive their first choice. No matter what, you have a place in NFTY-GER and its leadership. We commend you on taking this step in your NFTY experience, and we look forward to working with you in the year ahead!

B'Hatzlacha,

Adam Frank  
NFTY-GER President

Melo Taylor  
NFTY-GER Director of Youth Engagement

# Responsibilities

---

By joining the regional Cabinet, you are committing to be a part of NFTY-GER's leadership team. You will be first and foremost a member of the Cabinet, and any responsibilities you have that are specific to your position will come second to those of a general Cabinet member.

General Cabinet responsibilities include:

- Attending regional events
- Upholding the Brit Kehillah
- Participating in the NFTY-GER Phone Tree
- Participating in Push Weeks and other social media campaigns
- Periodically checking your email and the Cabinet Facebook group
- Remaining in close contact with your Regional Board liaison
- Serving as a role model to the region
- Accepting any other responsibilities set forth by the NFTY-GER Regional Board

If any Cabinet member fails to fulfill these responsibilities, it will be left up to the Regional President and the Regional Director to decide whether they should continue in their position.

# Event Dates

---

All Cabinet members are expected to be at every regional event. If for any reason a Cabinet member is unable to attend an event, they must get the approval of their Regional Board liaison as well as the Regional Director. Cabinet members are offered a 5% discount on events, provided they register before the early bird deadline.

**Kickoff- September 10<sup>th</sup>, 2017**

**Fall Kallah- October 20<sup>th</sup>-22<sup>nd</sup>, 2017**

**Winter Kallah- December 26<sup>th</sup>-29<sup>th</sup>, 2017**

**Elections- January 28<sup>th</sup>, 2018**

**Maccabiah- March 17<sup>th</sup>, 2018**

**Spring Kallah- April 27<sup>th</sup>-29<sup>th</sup>, 2018**

**Gala- June 2<sup>nd</sup>, 2018**

Cabinet members will also be expected to attend any Cabinet Meetings. These meetings will be scheduled and announced at the discretion of the Regional Board.

# Position Descriptions

---

## PROGRAM COORDINATOR

---

**Liaison:** Programming VP

**Approx. People:** 3

Program Coordinators will help with oversight of organizing program materials for every event, the setup and cleanup of all programs at events and maintaining a regional inventory of supplies. The Program Coordinators will also act as the announcers during the board introductions that take place at every event. Coordinators will also work to delegate responsibilities in both set up and cleanup of programs to other people. Finally, Program Coordinators will assist in regional programming.

## SOCIAL ACTION CHAIR

---

**Liaison:** Social Action VP

**Approx. People:** 1

The Social Action Chair will help create social action programs that support the year's NFTY study theme as well as NFTY-GER's own social action goals. They will also work closely with the Social Action Vice President to develop steps to take in order to make a tangible difference. This can include running social action fundraisers, creating social justice campaigns throughout the year, or other actions.

## SONGLEADER

---

**Liaison:** Religious and Cultural VP

**Approx. People:** 4

Songleaders must have experience in leading groups during song session or services. It is strongly recommended that these people will have gone or plan to go to the Kutz Song Leading Track or a Nashir songleading institute. The Songleaders will be utilized at all regional events. They will be responsible for coordinating and communicating with the regional Religious and Cultural Vice President and the hired songleader before and during regional events. They must also plan for all musical moments during Kallot, including song sessions, services, Siyuum, Havdallah, and Friendship Circle.

**Note:** Songleader applicants will be required to upload videos of themselves teaching "Birkat Havdalah" by Debbie Friedman (located in The Complete Shireinu, number 250) and playing one other song of their choice in their application.

## TECHNOLOGY COORDINATOR

---

**Liaison:** Religious and Cultural VP

**Approx. People:** 1

The Technology Coordinator will be responsible for creating slideshows for musical moments and services at all events as well as helping to manage the sound system for the Religious and Cultural Vice President and the Songleaders. The Technology Coordinator will work closely with the hired songleader at events. Additional responsibilities include creating an end-of-year slideshow and a senior slideshow for Gala.

---

## NEW MEMBER CHAIR

**Liaison:** Membership VP

**Approx. People:** 2

The New Member Chairs will be responsible for overseeing the Big/Little Program, which pairs new members with experienced members. At every event, the Bigs and Littles will participate in a New Member Program. New Member Programs must be written and submitted before each event, and will be led by the New Member Chairs in conjunction with the Membership Vice President. The New Member Chairs will also be responsible for holding training conference calls throughout the year for those interested in being involved in the Big/Little Program. Bigs must be contacted and adequately prepared for each event. The goal of the New Member Chairs is to put new members at ease and make them feel welcomed into the NFTY-GER community.

---

## KEHILLAH CHAIR

**Liaison:** Membership VP

**Approx. People:** 2

The Kehillah Chairs will be responsible for organizing optional activities that will take place during all free times at every event, organizing bunk bonding, and overseeing the Welcoming Committee. The goals of free time activities are to offer a safe space for people to meet others at the event and to build bridges between different social groups. Bunk bonding will ensure that the members of each cabin are creating a community with one another, meeting new people, and making new friends. The Welcoming Committee will provide a welcoming environment within NFTY-GER and give comfort to both new and returning members. The Welcoming Committee must be adequately prepared before every event. These factors will help to make NFTY-GER more of an inclusive and holy community, or *kehillah kedoshah*.

---

## RECRUITMENT CHAIR

**Liaison:** Recruitment VPs

**Approx. People:** 1 (per subregion)

Recruitment Chairs will work within their subregions to assist in the creation of subregional events. They will also have a role in planning and executing Taste of NFTY, a weekend-long NFTY678 event. Applicants must be able to attend this entire event (December 1<sup>st</sup>-3<sup>rd</sup>, 2017) and are committing to attend all related planning meetings. Additional responsibilities include helping to create, organize, and utilize the NFTY-GER Phone Tree as well as aiding in online and in-person recruitment initiatives.

---

## SHUK (STORE) MANAGER

**Liaison:** Financial VP

**Approx. People:** 2

The Shuk Managers will help oversee the *Shuk*, the regional merchandise store. This includes designing and purchasing new merchandise, keeping an up-to-date inventory of all supplies, and selling merchandise. The Shuk Managers may also create surveys to help select new merchandise. The Shuk will be open at most regional events.

**Note:** Shuk Manager applicants will be required to upload one to three sample design ideas in their application.

## **FUNDRAISING CHAIR**

---

**Liaison:** Financial VP

**Approx. People:** 1

The Fundraising Chair will help plan, organize, and run fundraisers at regional events. Most fundraisers will support the NFTY-GER scholarship fund. The Fundraising Chair will work with the Financial Vice President to create and lead engaging and effective fundraisers. They will also assist in running the Urban Mitzvah Corps Auction at Winter Kallah along with the UMC Student Coordinators.

## **MA-GER-ZINE DESIGNER**

---

**Liaison:** Communications VP

**Approx. People:** 1

The Ma-GER-zine Designer will produce a magazine to be distributed at Kallah throughout the year. A Mini Ma-GER-zine will also be distributed at day-long events. The goal of the Ma-GER-zine is to provide fun activities and content for participants on the bus ride home and elsewhere. It may include word searches, puzzles, riddles, jokes, poems, artwork, etc. The Ma-GER-zine Designer will work with the Communications Vice President to coordinate senior wills for Spring Kallah and any other participant submissions to the Ma-GER-zine throughout the year.

## **YEARBOOK CREATOR**

---

**Liaison:** Communications VP

**Approx. People:** 2

The Yearbook Creators will fundraise for and create the NFTY-GER yearbook throughout the year. Fundraising will take place at the end of regional events and will be overseen by the Financial Vice President. All other activities will be overseen by the Communications Vice President. Creation of the yearbook will involve making arrangements for any necessary pictures, organizing all pictures, and assembling the book. The Yearbook Creators will be responsible for taking pictures at every regional event.

## **PUBLICITY CHAIR**

---

**Liaison:** Communications VP

**Approx. People:** 1

The Publicity Chair will help run the NFTY-GER Blog and promote TYG events on social media. Responsibilities include writing blogposts and finding other people to write blogposts as well as reaching out to TYGs to coordinate publicity of large temple events like shul-ins. The Publicity Chair will work closely with the Communications Vice President and the Regional Director on anything that will be published online.

## **CREATE YOUR OWN POSITION**

---

**Liaison:** ???

**Approx. People:** 1

Do you have a great idea for a new cabinet position? Share your idea with us! Please note that your position may or may not be created, so you're encouraged to have a dropdown position.

# Consent Form

---

After you have received the required signatures, please scan this page as a PDF and submit it with your online application. The deadline to apply is **August 15<sup>th</sup>, 2017**.

All questions should be directed to Melo Taylor, NFTY-GER Director of Youth Engagement.

[mtaylor@urj.org](mailto:mtaylor@urj.org)

(212) 650-4107

## PARENTAL CONSENT

---

**Please read the following information carefully**

\_\_\_\_\_ is applying for the position of \_\_\_\_\_ on the NFTY Garden Empire Region Cabinet for the 2017-2018 year.

The responsibilities of a Cabinet member include, but are not limited to:

- Attending all NFTY-GER Regional Events in the 2017-2018 year (*event dates can be found on page 2*)
- Spending a considerable amount of time on the phone and getting together with other members of GER leadership
- Spending a considerable amount of time advertising for regional events

The term of office begins upon notification in 2017 and concludes at the end of Gala in 2018.

I have discussed the above obligations and the specific job description that the position entails with my child, and I hereby give permission for them to apply for that position.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## ADVISOR/RABBI CONSENT

---

**Please read the following information carefully**

I hereby certify that \_\_\_\_\_ is a member in good standing of our congregation's youth group and has my endorsement to serve on the NFTY-GER Cabinet.

\_\_\_\_\_  
Signature of Advisor or Rabbi

\_\_\_\_\_  
Date