



# Leadership Opportunity Packet 2018-2019

---

Shalom,

Thank you for your interest in a leadership position in NFTY-GER! 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 Thursday May 18<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,

Sarah Friedman  
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 staying active in the Cabinet GroupMe
- 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.

**Cabinet Meeting- August 26, 2018**

**Fall Kallah- October 5<sup>th</sup>-7<sup>th</sup>, 2018**

**UMC Mitzvah Day- November 17<sup>th</sup>, 2018**

**Winter Kallah- December 27<sup>th</sup>-30<sup>th</sup>, 2018**

**Maccabiah- February 2<sup>nd</sup>, 2019**

**Cabinet Meeting- February 10<sup>th</sup>, 2019**

**Elections- March 10<sup>th</sup>, 2019**

**Spring Kallah- April 12<sup>th</sup>-14<sup>th</sup>, 2019**

**Gala- June 1<sup>st</sup>, 2019**

Committee members will also be expected to attend any Committee 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.

## UMC Student Coordinator

---

**Liaison:** Social Action VP

**Approx. People:** 1-2

The UMC Student Coordinator(s) will be responsible for recruiting for the upcoming summer and helping to support the fundraising goals of Urban Mitzvah Corps. Working with GER board, they lead the UMC Auction at Winter Kallah. UMC Student Coordinators are expected to have attended at least one summer at UMC and must attend the summer following their term. The Student Coordinator(s) will collaborate with staff to lead programs and mixers, and act as a positive role model. Student coordinators will be responsible to store all programming supplies over the school year in their home.

\*Student Coordinators are selected at the end of July. If you're considering this position you may not apply for any other Cabinet positions, but if you are not selected as UMC Student Coordinator, you will be offered a Committee position.

## 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 Songleading 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 Kallah, including song sessions, services, Siyyum, Havdalah, and Friendship Circle. Guitar proficiency is strongly recommended, but not required.

Note: Songleader applicants will be required to upload a video of themselves playing and singing one song of their choice and teaching "Hinei Mah Tov" by Steve Wynbrandt (located on Page 7 of the following document: <http://new-nfty.urjyouth.net/wp-content/uploads/sites/32/2016/05/Kutz-2011-Chord-Supplement.pdf>) 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 Head Songleader to create slideshows, ensuring correct lyrics and versions. 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*.

---

## NFTY678 Liaison

**Liaison:** Recruitment VP

**Approx. People:** 1

The 678 Liaison will work within the subregions to help recruit online and in person for NFTY-GER's 678 programs, including Pop Up Events. They will also have an active role alongside the Recruitment VP in planning, executing and attending Taste of NFTY, a weekend-long NFTY678 event. This event will occur from November 30th-December 2nd. It is crucial for the 678 liaison to attend. Additional responsibilities include helping to create, organize, and lead the NFTY-GER Taste of NFTY Committee.

\*\*Please consider the dates below when applying for this Cabinet position. Other local events may be created throughout the year depending on demand.

---

## High School Engagement Coordinator

**Liaison:** Recruitment VP

**Approx. People:** 1

The High School Engagement Coordinator will focus solely on helping the Recruitment Vice President introduce new members to high school level events. This position will have a large role in temple visits and TYG events in all subregions. This position also entails helping the 678 Liaison and Pop Up Event Ambassador recruit members for Pop Up Events and 678 programming. This position will also help create the Phone Tree, which is a form of recruitment used in this region. \*\*Please consider the dates below when applying for this Cabinet position. Other local events may be created throughout the year depending on demand.

---

## Pop Up Event Ambassador

**Liaison:** Recruitment VP

**Approx. People:** 1

The Pop Up Event Ambassador will serve with the Recruitment VP to help plan, execute, and organize Pop Up Events in all subregions. This position will also help lead the Pop Up Event Committee. The Pop Up Event Ambassador will work with both the 678 Liaison and the High School Engagement Coordinator to plan fun and entertaining Pop Ups for participants throughout our region despite their age group. Please consider the dates below when applying for this Cabinet position. Other local events may be created throughout the year depending on demand.

**\*\*NFTY678 Pop Up Shabbat- October 12th, 2018**

**Southern Community Pop Up Shabbat- October 26th, 2018**

**Central Community Pop Up Shabbat- January 18th, 2018**

**NFTY678 Pop Up Shabbat- March 1st, 2019**

**Northern Community Pop Up Shabbat- March 29th, 2019**

---

## 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 Kallot 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.

## **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.

# Committees

---

Committees are another way to get involved with NFTY leadership! You can be part of a committee without holding a Cabinet position, or you can do both! These committees will meet periodically throughout the year. Acceptance to these committees is on a rolling basis and anyone can join throughout the year (except for TON Committee, finalized by August 26th)!

## TASTE OF NFTY COMMITTEE

---

**Liaison:** Recruitment VP

**Approx. People:** 8

This committee will have an active role in creating and designing Taste of NFTY, a weekend long NFTY678 event. While it is not required for them to attend, many choose to join. This committee will help to build an amazing event for the future for our region! There will be many meetings for this committee in order to create the programming for TON. It will be a TON of hard work but lots of fun!

## WELCOMING COMMITTEE

---

**Liaison:** Membership VP

**Approx. People:** 10-20

The Welcoming Committee will serve as a friendly and outgoing group of individuals to help introduce members into our region! This committee will ensure that members of our region are enjoying themselves and having fun. The Welcoming Committee will lead Bunk Bonding at the end of each night during weekend long events. 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.

## POP UP COMMITTEE

---

**Liaison:** Recruitment VP

**Approx. People:** 2 per subregion

Have you enjoyed Pop Up Events? Would you like to be part of the energy that goes into making Pop Ups so awesome? If so, this committee is for you! This committee will help to create fun and engaging Pop Up events for different subregions and age groups. It is not required for those on the Pop Up Committee to attend every Pop Up, however they may come to however many as they may like!

# 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 2018-2019 year.

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

- Attending all NFTY-GER Regional Events in the 2018-2019 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 2018 and concludes at the end of Gala in 2019.

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