

January 22<sup>nd</sup>, 2012

## Application to run for Hillel Student Board

### How to run:

- Read the general policy and Hillel student board officers sections of this packet.
- Meet with the current holder of the board position you are interested in and receive their signature at the conclusion of your meeting.
- Fill out the last page of this packet and answer the questions at the bottom. Type your answers and staple them to the last page.
- Turn in the last page with your answers and signatures to a Hillel staff member **10 DAYS** prior to elections. Failure to turn in the application 10 days prior to elections will result in ineligibility to run for the student board.

### General Policy

- The Student Board should work together to create programming, and follow the plans set forth in the Jewish Student Life Strategic Plan.
- Each Student Board member is required to meet with those students interested in running for their respective board positions for the following year.
- Each Student Board member has a specific area of expertise, focus, and responsibility.
- The Student Board positions are flexible. All students have the opportunity to be involved in any aspect of programming, as the planning and execution of programs will be committee based.
- Board members are expected to participate in all Student Board meetings, arriving on time and not leaving early. Persons who cannot make this commitment should not run for the Board, nor be allowed to remain on the Board if they miss more than two meetings without giving valid reason and notice.
- The Student Board will meet weekly.
- Each Student Board member is required to meet with the Programming Director and Student Board President one time per term.
- Each Student Board member is required to maintain a 3.0 GPA.
- The Executive Council will meet weekly in addition to weekly Student Board meetings.

- All Hillel interns (engagement and marketing) are ineligible for running for a Student Board Position.

## **Hillel Student Board Offices**

### **President (Executive Council)**

- Leads Student Board meetings & creates agenda.
- Attends Hillel Lay Board meetings and Jewish Student Life Committee meetings.
- Is responsible for creating a strategic plan to reach out to the broader UO community.
- Pays close attention to calendar for scheduling strategy & scheduling conflicts.
- Must meet with Programming Director and each Student Board member one time per term.
- Communicates with other student groups at Oregon Hillel.
- Works to coordinate the transition period between Student Boards following elections.

### **Programming Vice President (Executive Council)**

- Will assist Student Board members in completing program planning sheets prior to board meetings, to be presented at board meetings.
- Is responsible for preparing for and running each term's programming and scheduling meetings.
- Works closely with all committee chairs to make sure all tasks are being accomplished.
- Works closely with Hillel Staff, particularly Program Director, in weekly meetings.
- Attends Jewish Student Life Committee meetings.
- Pays close attention to calendar for scheduling strategy & scheduling conflicts.
- Communicates with other student groups at Oregon Hillel.
- Works to coordinate the transition period between Student Boards following elections.

### **Engagement Vice President (Executive Council)**

- Works to engage first year students in Hillel programming and activities, as well as any other target group identified.
- Brings first year, un-engaged and under-engaged student interests to the board when discussing programming.
- Meets weekly with the Engagement Professional and Publicity Vice President.
- Creates and chairs a committee of students dedicated to planning and assisting with engagement of all students.
- Responsible for ensuring engagement is addressed in all actions.
- Has a role in coordinating First Year programming at Oregon Hillel.
- Attends Jewish Student Life Committee meetings.

### **Religious, Ritual and Cultural Vice President**

- Ensures that Jewish content is a priority in Hillel programming.
- Ensures that appropriate procedures take place during religious content in programming, taking into account the target population.
- Responsible for planning and coordinating weekly Shabbat's at Hillel.
- Creates an outreach of students dedicated to planning and assisting with religious events, including conservative and reform services every Shabbat.
- Is dedicated to continuing Jewish education and spiritual growth.

### **Publicity Vice President**

- Is responsible for the promotion and publicity for all programming, and should have a background or strong interest in Public Research work.
- Creates and chairs a committee of students dedicated to planning and assisting with publicity for large-scale programming.
- Works closely with point person for each event to ensure publicity is completed.
- Works closely with the Marketing Intern at Oregon Hillel.

- Responsible for updating and creating events on Facebook and the Oregon Hillel website.

### **Tzedek Vice President**

- Ensures that social justice programming is a priority at Oregon Hillel and that large scale, long-term programming is implemented.
- Works with other campus and community organizations in order to achieve more effective Tzedek programming.
- Empowers students to plan their own Tzedek activities.
- Maintains Tzedek interest in all programming.

### **Secretary**

- Takes minutes at all Student Board Meetings and e-mails minutes to the board.
- Creates contacts lists for board and for committees that request them.
- Collects and tabulates student board members' schedules at the start of each term.
- Is responsible for all official communications to and from the student board.
- Communicates with other student groups at Oregon Hillel.

Position you are running for: \_\_\_\_\_

I have spoken with: \_\_\_\_\_ regarding my prospective interest.

If I do not win the position I applied for, I would like to drop down to this position:

\_\_\_\_\_

I have read and understand the Hillel Student Board Structure and Guidelines, and recognize the specific responsibilities of the position which I am running for.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please answer the following in one to two paragraphs.*

*Your response will be compiled by the voting committee and will be read by the voters.*

1. Explain why you are running for a position on the Hillel Student Board.
2. What strategies would you use to engage additional students in the planning of projects and programs?
3. What skills and/or experience will you bring to the position that you are running for?