



# **DRTY 5784**

## **Davis Reform Temple Youth Group Board Handbook 2023-24 (5784)**

*as of April 3, 2023; subject to revision*

Congregation Bet Haverim  
1715 Anderson Rd; Davis, CA 95616

## **Introduction:**

Davis Reform Temple Youth (DRTY) is a movement to support the Jewish teen community of the greater Davis region. DRTY is teen-led by elected board members and supported by our Teen Engagement Coordinator as well as the Director of Education & Youth. DRTY offers monthly social events, educational programs, and opportunities for tikkun olam (social action, repairing the world). The DRTY Board meets on a monthly basis to plan events, strengthen outreach, and build community. DRTY provides an opportunity for our teens to deepen their Jewish identity, build a Jewish community, work in collaboration, make a difference in our community, and develop leadership skills. The guiding pillars of DRTY include Judaism, leadership, community, and fun.

As decided upon by the DRTY Board, at their May 2022 meeting, anyone who has paid for and attended one DRTY event during the current year is eligible to participate in the voting of Board Officers.

## **General Requirements for DRTY Board Members:**

- a. Anyone who has attended a minimum of two or more events in the current year is eligible to run for a position on the DRTY Board for the coming year. This requirement is not applicable for incoming eighth grade members.
- b. Board Members are expected to be registered in DRTY for the year and in good financial standing.
- c. Board Members are expected to attend the Board Retreat in August. This event is an invaluable opportunity for team building, leadership development, and event planning.
- d. Board Members are expected to attend at least 80% of the monthly Board Meetings, to be prompt in arrival, and to come prepared with calendar, writing utensils, etc. We recognize that our teen leaders are busy with a variety of schedule commitments. Board Meetings are often held on Sunday afternoons, following Religious School. Board meetings will be held in either the Teen Space or the South Classroom and generally last for one and a half hours. If a Board Member is unable to attend a meeting, please notify one of the Presidents. If a President is unable to attend, please notify the Teen Engagement Coordinator.
- e. Board Members are expected to attend all events if possible, with a minimum attendance of five events. All DRTY members are expected to arrive on time for events and to stay for the entirety of the event. For safety reasons, please notify the Teen Engagement Coordinator if you need to arrive late or leave early.
- f. Board Members hold active portfolios for their position and are expected to dedicate additional time each month to fulfill their specific responsibilities. Support and resources are always available from the Teen Engagement Coordinator, Educator, and Rabbi with any leadership tasks.
- g. Board Members are encouraged to actively recruit and welcome Jewish teens to DRTY events. Building community and making all teens feel comfortable is an essential part of our responsibility.
- h. Board Members are expected to respond in a prompt fashion to communications from the Teen Engagement Coordinator and fellow DRTY officers.

- i. It is expected that all Board Members will help with preparations for events and Board Meetings as well as cleaning up the Teen Space or other CBH spaces used during events. In general, DRTY Board Members should plan on arriving at least 15-30 minutes before each event and remain at least 15 minutes following each event.
- j. All DRTY members are also encouraged to participate in NFTY events, the national youth group movement affiliated with Reform Judaism.

### **Communication Guidelines:**

Respectful, effective, and meaningful communication is an essential element and ongoing process of DRTY Board Meetings. In order to support our communication, the following guidelines are suggested:

- a. Everyone is expected to actively participate in Board Meetings, to share ideas, to contribute meaningful questions, and to respond in a respectful manner to others' ideas.
- b. Listen carefully and attentively to other people's ideas before commenting or expressing concern. If you do have a contradictory thought, please ensure that you are addressing ideas not people, and be polite and appropriate in your comments.
- c. Ask questions at appropriate times. If there is a designated time for questions, ask then. If not, wait until the speaker is finished with the current agenda item.
- d. Respect confidentiality. Although it will be rare for confidential issues to be discussed, there may be times that privacy is required.
- e. Use constructive criticism only and work with your colleagues to find solutions and make improvements. Always work to remember that everyone is doing their best and working to make DRTY the best that it can be.
- f. Unless you need your phone for note taking or accessing your calendar, please put it away during DRTY Board Meetings. It is inappropriate to be texting or using social media during meetings.
- g. Information about DRTY events and meetings will be shared through text messages, emails, and social media. Please be attentive to all communications and respond in a timely manner.
- h. Please share information about DRTY events and your responsibilities as a Board Member with your parents so it can be added to your family calendar and they can support your success.

## **Calendar:**

During the August Board Retreat, the Board will schedule events for the fall months. Events for the remainder of the year will be scheduled at our November or December meeting. The Board will choose social outings and activities agreed upon by the majority of the Board with feedback from DRTY members as well as past events. Additional information about events may need to be gathered before all details can be finalized. The DRTY calendar will coincide with the Congregation Bet Haverim calendar and may not conflict with other CBH teen programs including Keshet, Confirmation, Teen Space Time, or Madrichim responsibilities. All events on the CBH campus will require confirmation of space availability. DRTY events will be included in the CBH Teen Calendar as well as the general CBH calendar. Additional publicity will be done through social media and networking by our Communications Officers.

## **Monthly Events:**

The goal of DRTY events is to create social opportunities for our Jewish teens to connect, build community, and remain involved with Congregation Bet Haverim. DRTY events take place on a monthly basis, include a variety of activities, and are led by our DRTY Board Members. At least one chaperone is present at all events. Parental support is often required, and greatly appreciated, with transportation to events outside of the Davis area. DRTY events are publicized on a regular basis and online registration is required for each event. In the past DRTY events have included bowling, attending a Sacramento Rivercats game, Chanukah celebration, a Shabbat dinner, bowling, pool party, hiking, and a casino night.

## **NFTY Events:**

NFTY, the North American Federation of Temple Youth, is the youth movement affiliated with Reform Judaism. DRTY members are encouraged to attend NFTY regional events, held several times throughout the school year. Leadership training and networking with Jewish teens from the Northern California region are wonderful benefits of participation in NFTY events. These events generally take place from a Friday afternoon through Sunday morning at a variety of sites. Bus transportation is available with a bus stop site now available, for some events, at Congregation Bet Haverim. If bus transportation is not provided, it is the responsibility of parents to provide transportation.

## **Board Elections:**

DRTY Board Members are selected through an election process in June of each year. Potential board members are required to complete an application indicating their interest in a specific position as well as information about their commitment to DRTY. A signature indicating parental permission is also required.

## **General Requirements, Guidelines for DRTY Board Members & Elections:**

- a. Anyone who has paid for and attended at least one DRTY event during the current year is eligible to participate in the voting of Board Officers.
- b. Anyone who has attended a minimum of two or more events in the current year is eligible to run for DRTY Board for the coming year.
- c. Rising eighth grade candidates are eligible to apply for the Eighth Grade Representative position.
- d. Rising eighth grade teens are eligible to vote for the Eighth Grade Representative position.
- e. Candidates for President must be in tenth, eleventh or twelfth grade for the year that they will serve.
- f. All other DRTY Board positions are open to students in ninth through twelfth grade.
- g. Candidates may apply for a position that they are currently holding or have held in the past.
- h. All candidates will prepare and deliver a brief speech at the June event presenting their candidacy for the desired position.
- i. The DRTY Board will generally include two candidates sharing the office of President. The Communication Vice President positions may also be shared, based on the proposed work load. The Eighth Grade Representative position may also be shared, based on the size of the seventh grade class. These decisions will be made based on discussion by the DRTY Board Members, the Teen Engagement Coordinator, and the Director of Education.
- j. For any shared position, each candidate will submit an individual application. If more than two applications are submitted for a position, the two candidates receiving the most votes will share the position.
- k. Elections will occur in the following gavel order, the same order as positions are listed below in this handbook: President(s), Programming Vice President, Social Action Vice President, Religious & Cultural Vice President, Membership Vice President, Membership Vice President, Communications Vice President(s), Treasurer, and Eighth Grade Representative.
- l. If a candidate does not win, they may “drop down” and run for a position further along in gavel order. (Example: a candidate running for Programming Vice President can drop down to run as Religious & Cultural Vice President. No one can drop down to Eighth Grade Representative.)
- m. Candidates may only drop down once and must indicate their drop down on their officer application form. Candidates must be qualified to run for their selected drop down position and should have a speech prepared in the event that they lose their first election and drop down to another.

## **Board Positions & Job Descriptions:**

The DRTY Board includes the following officer positions and job descriptions, and listed in gavel order. Additional responsibilities may be added by the DRTY Presidents, the Teen Engagement Coordinator, or the Director of Education.

### **Presidents; This is a shared position:**

- Create an agenda for each Board Meeting and submit to the Teen Engagement Coordinator at least two days before each meeting.
- Remind all Board Members of upcoming meetings and any necessary responsibilities and materials.
- Lead Board meetings.
- Make executive decisions.
- Oversee and support other Board Members by checking in to ensure that work is being done, brainstorming strategies, providing resources.
- Communicate with other Board Members as necessary using text messages, email, and phone calls.
- Recruit members to attend events and warmly welcome members during events.
- Serve as a face and voice of DRTY by helping to open and close events.
- Meet on a monthly basis with the Teen Engagement Coordinator and Director of Education.

### **Programming Vice President:**

- Takes the lead in creating a program outline for each DRTY event.
- Share the program outline with all DRTY Board Members and inform them of how they can support and lead during the event.
- Anticipate all supplies and resources needed for the event to be successful. Communicate with the Presidents and Teen Engagement Coordinator in a timely manner to ensure that all needed materials are provided.
- Lead a brainstorming session at the Board Meeting following the event, gathering information about what worked well and how to improve future events.
- Recruit members to attend events and warmly welcome members during events.

### **Social Action Vice President:**

- Takes the lead in gathering information for DRTY about social action and social justice opportunities. Tikkun olam and tzedakah options should include a variety of local, regional, Jewish, and Israel related issues and organizations.
- Advocate and inform DRTY Board Members about these opportunities. Educating your peers about social action includes creating awareness, action plans, and advocacy.
- Work with Board Members to include opportunities for social action in at least three events each year.
- Recruit members to attend events and warmly welcome members during events.

### **Religious & Cultural Education Vice President:**

- Work with Board Members to ensure that most programs have a Jewish component.
- Gather information for activities and discussions to enhance the Jewish content of events.
- Lead a Jewish activity, game or discussion during an event.
- Work with the Teen Engagement Coordinator and Song Leader to coordinate the DRTY led Family Service during Religious School each January.
- Recruit members to attend events and warmly welcome members during events.

**Membership Vice President:**

- Research, brainstorm, and create opportunities to recruit Jewish teens to attend events.
- Support other Board Members in resources and strategies to recruit new members.
- Research, brainstorm, and create opportunities to engage current DRTY members.
- Take the lead in creating a warm and welcoming environment at all DRTY events. Work with other Board Members to ensure that everyone is welcomed and included during events.
- Work with the Presidents and Teen Engagement Coordinator to maintain an active Membership List with contact information for all current and prospective teens.
- Lead discussions and reflection sessions as needed about successes and opportunities for improvement about recruiting and serving members.

**Communications Vice Presidents; This may be a shared position:**

- Take detailed notes during each meeting with special attention to action items and defining areas of responsibility. Include the date, time, location, and a record of attendance for each meeting.
- Share detailed notes with the Presidents and Teen Engagement Coordinator for approval. Once meeting notes have been finalized, share with all Board Members in a timely fashion.
- Create a flier for each event to be used for DRTY publicity, the Etone weekly newsletter, Education & Youth publicity, and displayed in the CBH Office.
- Create a brief update about DRTY and upcoming events to be shared with all DRTY members and parents on a monthly basis.
- Maintain active social media to keep teens interested in DRTY and upcoming events. Include information about NFTY events as appropriate.
- Ensure that photos are being taken at each event. Consider taking videos as well. Share photos and videos with the Teen Engagement Coordinator following each event.
- Update the photo bulletin board in the Teen Space as appropriate.
- Create a slideshow to be used at the final event of the year.
- Recruit members to attend events and warmly welcome members during events.

**Treasurer:**

- The financial responsibilities of this position are primarily focused on raising money for tikkun olam and tzedakah opportunities. Raising funds for scholarships for members to attend NFTY events is also appropriate and encouraged.
- Research opportunities for fundraising and present information to Board Members on a regular basis.
- Work with the Teen Engagement Coordinator as appropriate to track costs for special events.
- Work with the Teen Engagement Coordinator to design and order DRTY merchandise.
- Create an action plan for DRTY fundraising throughout the year. Communicate this plan with other Board Members and work to support active involvement and responsibility in fundraising.
- Track all tzedakah money collected and distributed.
- Recruit members to attend events and warmly welcome members during events.

**Eighth Grade Representative; This may be a shared position:**

- Serve as the voice and face of the Eighth Grade Class during DRTY Board Meetings.
- Inform the eighth-grade class about upcoming events and opportunities for involvement. Work with the Communications Vice Presidents to ensure that all eighth graders are receiving information. Add a personal touch with text messages, phone calls, and emails encouraging eighth graders to attend.
- Serve as a communication liaison from the eighth-grade class to the DRTY Board, gathering feedback about events, membership, suggestions, and the overall eighth grade morale.

## **Parental Support:**

We are delighted to support our teens in their leadership of DRTY and to watch their growth throughout the year. Parental support in the following ways is greatly appreciated:

- a. Please add all DRTY events to your family calendar as they are scheduled. Please share this calendar with your teen, especially when they are asked to bring their calendar to Board Meetings.
- b. RSVP to all events through our online process at least one week in advance.
- c. Volunteer to drive for events. Ideally, we will have a variety of parents sharing this responsibility throughout the year. Your support allows us to transport our teens to a wider variety of events throughout the greater Sacramento and Northern California region.
- d. Please drop off and pick up your teen on time. If a problem arises and you may be late, be in direct communication with the Teen Engagement Coordinator.
- e. When possible, be considerate of the DRTY and Teen Calendar when scheduling other events.
- f. When concerns or questions arise, encourage your teen to engage in direct communication to try to resolve the matter. If the conflict cannot be resolved, please communicate directly with the Teen Engagement Coordinator or Director of Education.
- g. Encourage your teen to actively participate in DRTY and other Teen Programs and to recruit other teens to join them.





# DRTY Board Officer Application

Congratulations on your interest in serving Congregation Bet Haverim and the Davis Reform Temple Youth Group as an officer on our 2023-24 Board! We appreciate your dedication, your willingness to take on these responsibilities, and your enthusiasm for keeping DRTY strong.

In order to complete your application, please carefully review the Board Handbook and submit the following information. **All applications are due on Monday, June 5<sup>th</sup> and should be sent as digital files to the Teen Engagement Coordinator at [teens@bethaverim.org](mailto:teens@bethaverim.org).** You will be notified once your application is approved and you are added to the DRTY Board Members Officer Slate.

**DRTY Board Elections will take place on Sunday, June 11<sup>th</sup>. More information will follow soon.**

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Board Member Desired Position \_\_\_\_\_

Drop Down Position (if applicable) \_\_\_\_\_

On a separate piece of paper, write a well-developed **candidate statement**, approximately 250-300 words in length, presenting the following. **Why are you interested in serving in this position? What skills and experiences make you qualified for this position?** Please feel free to include your areas of strength and improvement in your vision.

Once your application has been approved, prepare a **candidate speech**, no more than two minutes in length, to be presented at the June event. Your presentation will inform DRTY members of your desired position, and the qualifications that make you a strong candidate.

I have carefully reviewed the DRTY Board Member Handbook, understand the expectations, and agree to uphold these responsibilities if I am selected to serve on the DRTY Board.

Teen Signature \_\_\_\_\_ Date \_\_\_\_\_

We have carefully reviewed the DRTY Board Member Handbook, understand the expectations, and agree to support our child in upholding these responsibilities if selected to serve on the DRTY Board.

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_