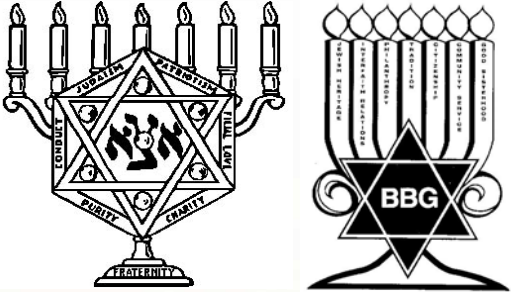


# Declaration Packet for Regional Elections 2011



As modified by Alissa Malina & Jesse Freedman  
Your 2010/2011 Regional N'siah & Regional Aleph Godol



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# Introduction

Embedded within this packet is detailed information regarding the election process for those aspiring to serve as a member on the Regional Executive for BBYO's Lake Ontario Region.

It is our goal that all candidates are given the opportunity to learn more about themselves during the election procedure so as to ensure that they are ready to serve their brother Alephs and sister B'nai B'rith Girls. This is a big decision and we are here every step of the way to guide you in the process.

As a potential candidate for Regional Executive, we ask that you carefully examine the contents of this packet to thoroughly understand the candidacy process. Being an Officer on the Regional Executive takes up a lot of time and energy but is also one of the greatest honours that any Aleph or B'nai B'rith Girl can ever experience. If elected, you will spend the next year as a role model, mentor, visionary, and friend to many Alephs and B'nai B'rith Girls throughout the region. We look forward to working with all those who apply.

Respectfully submitted,

Alissa Malina & Jesse Freedman

2010-2011 Regional N'siah & Regional Aleph Godol

# Eligibility Requirements

**Potential candidates aspiring to serve as an executive member on the Regional Board for BBYO's Lake Ontario Region must meet both of the following criterion:**

Has held a previous officer position on either their chapter executive or on the regional board for at least one full term;

AND,

Has attended at least 65% of all regional events during the 2010/2011 programming year.

# Closed Caucus Policy:

## Politicking is Strictly Prohibited!

Politicking is defined as the process of engaging in a political campaign: telling others what you are running for, asking someone to vote for you, and talking down those who might run against you.

All members of BBYO Lake Ontario Region are prohibited from engaging in any form of campaigning before elections, such as:

- Talking to anyone about your candidacy, whether decided yet or not;
- Talking about your goals for the term prior to elections;
- Talking about your ability to perform well as a Board member;
- Engaging in actions designed to win votes;
- Employing others to campaign for you.

Do not discuss your candidacy with anyone except the current Regional N'siah/Godol and Regional Staff or you risk being disqualified!

# Executive Positions Overview

## Regional Godol / N'siah:

- Oversees all regional executive members and chapter presidents.
- Provides all regional officers and chapter presidents with training, resources, and any aid needed throughout the year, seeing that they fulfill their responsibilities properly.
- Coordinates and oversees all activity at the regional level.
- Works closely with his/her co-President on the Regional Board.
- Presides as chair of meetings of the regional body and of the executive body, and prepares both an agenda and an officer report for each regional business meeting.
- Serves as an ex-officio member of all regional committees.
- Barring extreme circumstances, maintains regular attendance at ALL regional meetings and events.
- Stays in constant contact with regional staff about the fulfillment of all duties.
- Acts as coordinator for Regional Leadership Training Convention.
- Facilitates the annual regional election process by creating a declaration packet, promoting elections, training prospective candidates, and chairing the election meeting.
- Presents the State of the Region at the end of the term.
- Represents Lake Ontario Region to the Regional Board of Directors by attending Board Meetings approx. every 2<sup>nd</sup> month, and presenting a progress report at such meetings.
- Represents Lake Ontario Region to the International Order, and stays in constant contact with the International president.
- Must attend International Convention, February 16-20 in Georgia, as head delegate of Lake Ontario Region.
- Must attend International Executive Meetings, August 11-14 in the DC metro area, and February 15-16 preceding International Convention in Georgia.
- Upholds the 7 Cardinal Principles (AZA) or the Menorah Pledges (BBG), and follows all BBYO policy, as stated in the Member Code of Conduct and By-laws.

# Regional S'gan / S'ganit:

- Assumes the responsibilities of the president in his/her absence.
- Oversees the coordination of all regional programs, including local events, regional overnights, and convention programming.
- Works closely with his/her co-VP of Programming on the Regional Board.
- Serves as an ex-officio member of all regional programmatic-related committees.
- Provides all chapter counterparts with programmatic training, resources, and any aid needed throughout the year, seeing that they fulfill their responsibilities properly.
- Promotes the 5/6 program folds and MBA/AZAA programming to all chapters.
- Oversees the chapter program planning process, including administering, receiving and responding to program planning forms, and stays in constant contact with all counterparts about chapter program preparations.
- Barring extreme circumstances, maintains regular attendance at ALL regional meetings and events.
- Prepares an officer report for each meeting of the regional body and of the executive body.
- Stays in constant contact with regional staff about the fulfillment of all duties.
- Acts as coordinator for Spring Regional Convention.
- Coordinates and chairs the State of the Region at Spring Regional Convention.
- Stays in constant contact with the International S'gan/S'ganit.
- Must attend International Convention, February 16-20 in Georgia.
- Upholds the 7 Cardinal Principles (AZA) or the Menorah Pledges (BBG), and follows all BBYO policy, as stated in the Member Code of Conduct and By-laws.

# Regional Moreh / Morah:

- Works closely with his/her co-VP of Membership on the Regional Board.
- Provides all chapter counterparts with recruitment, retention, and AIT/MIT training, resources, and any aid needed throughout the year, seeing that they fulfill their responsibilities properly.
- Stays in constant contact with all chapters about chapter membership growth and AIT/MIT training.
- Barring extreme circumstances, maintains regular attendance at ALL regional meetings and events.
- Prepares an officer report for each meeting of the regional body and of the executive body.
- Stays in constant contact with regional staff about the fulfillment of all duties.
- Designs, implements and promotes ongoing regional recruitment initiatives and incentives.
- Acts as coordinator for Regional AIT/MIT programming.
- Educates members as to the history and traditions of AZA/BBG and BBYO.
- Stays in constant contact with the International Moreh/Aym Ha-Chaverot.
- Must attend International Convention, February 16-20 in Georgia.
- Upholds the 7 Cardinal Principles (AZA) or the Menorah Pledges (BBG), and follows all BBYO policy, as stated in the Member Code of Conduct and By-laws.

# Regional Mazkir / Mazkirah:

- Works closely with his/her co-VP of Communication & Finance on the Regional Board.
- Barring extreme circumstances, maintains regular attendance at ALL regional meetings and events.
- Prepares an officer report for each meeting of the regional body and of the executive body.
- Takes and presents minutes at all regional meetings, and promptly sends a copy to the Regional Godol/ N'siah and Regional Staff.
- Provides all chapter counterparts with communication and fundraising training, resources, and any aid needed throughout the year, seeing that they fulfill their responsibilities properly.
- Promotes effective communication between and among the Region and all chapters and their members, including ensuring the implementation of chapter phone trees, as well as Dashboard emails and Facebook groups & events.
- Oversees the preparation and publication of a Regional Newsletter and/or a Regional Yearbook.
- Promotes BBYO Summer Experiences within the region.
- Promotes BBYO's International Service Fund, as well as the fundraising component of BBYO's Stand Up campaign.
- Coordinates regional fundraising efforts through fundraising events and ongoing initiatives.
- Stays in constant contact with regional staff about the fulfillment of all duties.
- Stays in constant contact with the International Mazkir/Mazkirah.
- Must attend International Convention, February 16-20 in Georgia.
- Upholds the 7 Cardinal Principles (AZA) or the Menorah Pledges (BBG), and follows all BBYO policy, as stated in the Member Code of Conduct and By-laws.

# Regional Shaliach / Shlichah:

- Works closely with his/her co-VP of Service, Advocacy, & Judaism on the Regional Board.
- Promotes and oversees all aspects of programming related to Service, Advocacy, and Jewish Heritage.
- Provides all chapter counterparts with service, advocacy, and Judaic training, resources, and any aid needed throughout the year, seeing that they fulfill their responsibilities properly.
- Promotes BBYO's Stand Up campaign and ensures implementation and active involvement in the campaign within chapters via regional contests, incentives and ongoing promotion.
- Acts as Services Chair for all Regional Programs, leading a team of members in the planning of Friday Night, Saturday Morning, and Havdalah services for said conventions.
- Acts as coordinator for AZA/BBG Shabbat programming.
- Acts as coordinator for Regional Kallah, if applicable.
- Barring extreme circumstances, maintains regular attendance at ALL regional meetings and events.
- Prepares an officer report for each meeting of the regional body and of the executive body.
- Stays in constant contact with regional staff about the fulfillment of all duties.
- Stays in constant contact with the International Shaliach/Shlichah.
- Must attend International Convention, February 16-20 in Georgia.
- Upholds the 7 Cardinal Principles (AZA) or the Menorah Pledges (BBG), and follows all BBYO policy, as stated in the Member Code of Conduct and By-laws.

# Declaration Procedure

## Step 1: Declaration Email

Declaration E-mail must be sent to the Program Director (& N'siah for BBGs).

**DEADLINE: Monday April 18th**

## Step 2: Declaration Form

Declaration Form must be submitted to the Program Director.

**DEADLINE: Thursday April 21st**

## Step 3: Phone Calls

A phone call by the candidate must be made to the Regional N'siah (BBGs only).

A phone call by the candidate and his/her parents to the Program Director.

**DEADLINE: Monday May 2nd**

## Step 4: Vision Statement

Vision Statement must be submitted to the Program Director (& N'siah for BBGs).

**DEADLINE: Thursday May 5th**

## Step 5: Platform Submission

Platform must be submitted to the Program Director (& N'siah for BBGs).

**DEADLINE: Wednesday May 11th**

## Step 6: Election Day

Regional Elections take place at Spring Convention, May 13th to 15th.

***\* Any candidate who fails to meet a particular deadline will be ineligible to run \****



# Step 1: Declaration E-mail

**DEADLINE: Mon. April 18<sup>th</sup>**

**BBG - Send your declaration email to:  
nsiah@bbyo.ca AND kgoodman@bbyo.ca**

**AZA - Send your declaration email to:  
kgoodman@bbyo.ca**

**Your email should contain the  
following information:**

**Name, Grade, Birthdate, School, Home Phone,  
Cell Phone, Email, Years in BBYO, Previous  
Positions Held (if any), International Programs  
attended (if any) and the Position(s) for which  
you are Declaring.**

***\* When declaring your candidacy for multiple positions, please rank accordingly \****

# Step 2: Declaration Form

## DEADLINE: Thurs. April 21<sup>st</sup>

*You must submit this Declaration Form to the Regional Office either in person, as a scanned email attachment or by fax.*

I, \_\_\_\_\_, officially declare myself for the high and honorable position of Regional \_\_\_\_\_ of BBYO Lake Ontario Region.

I hereby agree to meet all candidate deadlines and take all of the steps necessary to prepare myself for the election.

I understand the responsibilities of this position, and, if elected, I pledge to fulfill them to the best of my ability from the day I take office to the day my term ends.

I recognize that elected officers are seen as role models to their peers. If elected, I agree to uphold the principles of this organization both inside and outside of BBYO. I will be responsible for maintaining a public image (both online and offline) that is in line with BBYO policy and I will always uphold BBYO policy as stated in the BBYO Code of Conduct.

I realize that serving BBYO in this capacity requires a significant time commitment and that it may also involve, at times, a great deal of stress. I am prepared for this and promise to maintain optimism even in the face of adversity.

Finally, if elected, I will never forget that which is the essence of BBYO and the foundation of all that we do. I will remain active in my chapter and dedicated to its success. If I am not elected, I will seek out other opportunities to serve BBYO. I will not allow the experience to frustrate me; rather I will learn from it all that I can. I will refocus my energy toward the betterment of my chapter and region. My commitment to BBYO and its principles will not waiver.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

### **For the Parent/Guardian of the Candidate:**

I, \_\_\_\_\_, the parent/guardian of the above candidate, have thoroughly read the entire Declaration Packet and discussed the upcoming regional elections with my teen. I am aware of the responsibilities associated with this position and fully support my teen's candidacy.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Step 3: Phone Calls

**DEADLINE: Mon. May 2<sup>nd</sup>**

BBG Candidates must arrange two phone calls to discuss their candidacy, and AZA Candidates must arrange one phone call. Be prepared to answer some tough questions on these calls, meant not to discourage you but merely to make sure you are the right fit for Regional Board. This will also be your time to ask any questions you may have.

**BBGs:** Your first call must be with the Regional N'siah:

Alissa Malina - 416.844.2868

***Calls must be scheduled in advance.***

*AZA's do not need to have this first phone call. Skip to the next call...*

**AZAs and BBGs** must then schedule a call between yourself, your parent(s), and the Program Director:

Kevin Goodman - 416.398.2004 extension 222

***Calls must be scheduled in advance.***

The responsibility lies with YOU to arrange these calls and ensure that they take place by the deadline.

# Step 4: Vision Statement

**DEADLINE: Thurs. May 5<sup>th</sup>**

In a word document, write a personal statement of no more than 700 words in response to the following topic:

What is your vision for Lake Ontario Region? What are 3 concrete steps that you are going to take to achieve this vision, and why is this where our region needs to go?

*Please be sure to include your name and the position for which you aspire.*

**BBG - Send your vision statements  
as an email attachment to:  
nsiah@bbyo.ca AND kgoodman@bbyo.ca**

**AZA - Send your vision statements  
as an email attachment to:  
kgoodman@bbyo.ca**

*Sample Vision Statements are available  
from the Regional N'siah or Godol  
or at the BBYO Regional Office.*

# Step 5: Platform Submission

## DEADLINE: Wed. May 11<sup>th</sup>

Platforms are a way to let all voting members know a little bit more about yourself and to outline your ideas for the upcoming year with respect to the position for which you have declared. The rules for creating your platform are listed below. Due to the fact that platforms are a new concept in Lake Ontario Region, feel free to ask any questions you may have.

Platforms generally consist of a Brief Candidate Summary, Previous Positions Held, Programs Attended, and Goals for the Term. However, platforms also allow voting members to see your creative side. As long as you follow the platform guidelines, the concept of a platform is open for interpretation!

### Platform Guidelines:

- \* 8.5" x 11" paper size only; Paper may be any one colour \*
- \* One sheet of paper only - May be double sided \*
- \* Only black ink may be used \*
- \* Paper must not be cut - Folds are permitted \*
- \* Adhesives (stickers, staples, tape) are prohibited \*
- \* Professional typesetting is prohibited \*
- \* Platforms may be individually signed in blue or black ink \*
- \* All information on the platform must be true \*

Your completed platform must be submitted to the Program Director (and to the N'siah for BBGs) by the deadline. You must bring 30 additional copies to Spring Convention, at your expense. The copies you bring to Spring Convention must be identical in all respects to the copy submitted in advance or you will be prohibited from distributing your platform to the voting members.

***Sample Platforms are available  
from the Regional N'siah or Godol  
or at the BBYO Regional Office.***

# Step 6: Election Day

Regional Elections take place at Spring Convention:  
May 13-15 at Mansfield Outdoor Centre.

Only those candidates that have completed all steps outlined in this guide shall be permitted to declare their candidacy. Additionally, nominations from the floor will not be accepted.

The election day process includes:

## 1) Distribution of Platforms

Remember to bring 30 copies of your platform, EXACTLY as previously submitted or you will be prohibited from distributing your platform to voting members.

## 2) Candidate Q&A

During elections, a set of questions related to each Board position will be asked to each candidate by the voting members. Be prepared to think on your feet!

## 3) Speeches

Every candidate will be allowed to make a speech. Time limits are as follows:

Godol / N'siah - Maximum 7 minutes

All other positions - Maximum 5 minutes

"Slide across" candidates - Maximum 1 minute

***\* Candidates are encouraged to dress for success at Elections! \****