

National Executive Election Pack



For candidates aspiring to be the 2016-17 National Executive of

BBYO UK & Ireland

On September 11th 2016, BBYO members from all over UK & Ireland will carry out BBYO's democratic tradition in electing the National Executive for 2016-17, determining not only the future leadership of BBYO, but also the direction in which our movement will develop.

Our Brother Alephs and Sister BBGs

You are reading this letter because you are thinking about standing for an **exciting** and **important** position on the National Executive next year.

We are inspired that you wish to commit yourself to BBYO and help our movement grow. For over 75 years, BBYO has inspired, empowered and developed Jewish Youth and contributed to growing the Jewish community in the UK & Ireland. Serving on the National Executive is one of the many opportunities that BBYO offers and we hope it will shape you as an individual and help propel you into a life of Jewish communal influence and impact.

Spending a year on the BBYO National Executive may be one of the most rewarding experiences of your life. If you do your job well, you will play a vital role in ensuring that the grass roots of BBYO, the chapters, are well attended with high membership and a high standard of programming. You will work with some of BBYO's most **talented** and **interesting** Bogrim to run fantastic National and Leadership events. You will also **make your mark** on the movement with your own creative projects enhancing membership, attendance, BBYO's finances, education and programming.

However, spending a year on the National Executive is also a very **big commitment**. It involves a serious amount of work including regular visits to chapters, regular National Executive and event tzevet meetings, training sessions, organising programmes for chapters or programmes and equipment for events.

In this pack you will find important deadlines, as well as the required forms and details of the standing process.

Please read the National Executive Job Description for all the positions and the contract of commitment. You should only stand for the National Executive if you are sure that you will be able to fulfil the commitments outlined.

If you are sure that you will be able to make the commitment, then **what are you waiting for?**

We ask for your parents' details so that we can speak with them briefly prior to you standing for National. It is important that they understand the commitment that comes with the position, and that they endorse your candidacy.

We are also asking for you to write a manifesto. Your manifesto should have three distinct sections: One section outlining why you are standing for your position, one section outlining why you are a good candidate for that position and one section outlining three specific policies you would enact if elected. You must also include a passport photo with your manifesto.

Please also create a 60-90 second YouTube video briefly outlining why you should be voted for and perhaps a little about you as a person. It should demonstrate your top idea and should be **fun** and **exciting**. This is so that members can decide who they want to elect based on more than just a speech.

There will also be an informal hustings on National Veida where attendees will have the opportunity to ask you questions in small groups.

You have the opportunity to have posters and flyers for yourself on National Veida. You will be allowed to put posters up in specific areas around the site and there must be no more than eight posters per candidate. Flyers should be handed out at National Veida. Flyers and posters must be checked by the office before they are put up on the event: no rude language or negative campaigning will be tolerated. You have the following maximum allowance for flyers and posters: -

- 120 flyers (max size A6 – that's 1/4 of an A4 sheet)
- 6 A4 posters
- 2 A3 posters

Details of the election process at National Veida will be sent to candidates upon the office receiving the required documents

Very Important: In order to stand for the National Executive, you must have attended DLTC. There will be no exceptions made to this rule, as voted upon by the members and general body of BBYO UK & Ireland.

Please submit all forms to BOTH of the following emails: david@bbyo.org.uk and jharendorf@bbyo.org.uk.

Please remember that, as of 2013, standing for Election for the National Executive is a confidential process up until the deadline for form submission. This means that you cannot announce your candidacy or tell your peers that you are standing before the start of National Veida. Additionally, the process of Nominations has been removed for this election*

The BBYO National Executive is elected by the members of BBYO to run the movement. This is an incredibly important task and one which should be taken seriously. We hope that this elections process reflects this, so thank you for your co-operation and we look forward to working with you next year as part of the National Executive or otherwise.

B'Hatzlacha

Gaby Segal

BBYO National President 2015-2016

David Morris

BBYO Mazkir 2015-2017

Josh Harendorf

BBYO Director of Chapters & Community Engagement 2015-2017

**BBYO reserves the right to remove any candidate from the election process if this rule is contravened.*

Important Deadlines

1 September

- The following documents must be submitted to the office:
 - Basic Information
 - Contract of Commitment
 - Parent Consent Form
- Manifesto must be submitted to the office

4 September

- YouTube video must be submitted to the office

7 September

- Posters must be submitted to the office for approval

9 September

- A phone call with the office your parent(s) must be completed by this date

11 September

- National Veida

OFFICER RESPONSIBILITIES

All Officers of the 2016-17 National Executive will:

- Commit their entire term, from September 2016 – September 2017, to advance our movement and continue to build BBYO UK & Ireland.
- Visit chapters on a regular basis.
- Represent BBYO to the wider community.
- Build and manage a grassroots membership campaign.
- Engage in publicity on behalf of BBYO.
- Strengthen members' Jewish identity and Israel engagement.
- Meet all deadlines.
- Organise and attend National Executive meetings with the movement workers.
- Maintain regular communication with the movement workers.
- Represent BBYO on our global platform.
- Remain well informed and up to date on BBYO's important issues as part of their role as an officer of the National Executive and therefore an informal educator.
- Take part in continuous training with the movement workers.
- Deliver continuous training to Chapter Executive Officers.
- Adhere to any additional responsibilities that the National Executive and Office Staff deem worthy

Position Specific

The 2016-17 National President will:

- Ensure the National Executive work together as a team.
- Chair National Executive meetings throughout the year.
- Attend Youth Commission meetings and decide, in consultation with the movement workers, which other National Exec member should attend based on the agenda.
- Co-ordinate recruitment strategy for each event in conjunction with the movement workers.
- Ensure that an agenda is produced for every meeting and the meeting is correctly minuted along with the National Administrator. The minutes will be sent to all National Executive Officers, the Movement Workers and the Chair of the Youth Commission.
- Ensure that outgoing Chapter Executives effectively handover to incoming Executives, together with the Administrator.
- Be part of the tzevet organising and running DLTC.

The 2016-17 National Vice-President will:

- Co-ordinate and enact a grassroots membership campaign with the National Administrator.
- Co-ordinate recruitment strategy for each event in conjunction with the movement workers and National President.
- Together with the Programmer, ensure that each chapter programme is read over for educational quality and to ensure it will be enjoyed by members who will then return the next week.
- Co-ordinate the collation of content for member newsletter and stakeholder communication with the National Administrator.
- Co-Rosh New Members' Weekend with a boger and be responsible for the tochnit creation and logistics on the event.

The 2016-17 National Administrator will:

- Co-ordinate grassroots membership drive with Vice-President.
- With the President, ensure that an agenda is produced for every meeting and the meeting is correctly minuted and the minutes sent to all National Exec members, the Movement Workers and the Chair of the Youth Commission.
- Ensure that chapter execs effectively handover to incoming execs, together with the President.
- Co-ordinate the collation of content for member newsletter and stakeholder communication with the Vice-President.
- Co-ordinate the organisation of member-driven National Fundraising events with the SACO.
- Co-ordinate the organisation of member-driven educational events with the JZA.
- Together with the programmer, administer the national programming bank.

The 2016-17 National Programmer will:

- Facilitate activist projects and social action through with the National SACO
- Together with the Vice ensure that each chapter programme is read over for educational quality and to ensure it will continue to retain members.
- Ensure every chapter takes part in a project for Mitzvah Day and JServe.
- Together with the administrator, administer the national programming bank.
- Work with chapters and movement workers to organise the 'Big Bang' chapters launch for the year.
- Help chapters develop and run strong quality programmes on a weekly basis

The 2016-17 National Jewish and Zionist Awareness Officer (JZA) will:

- Co-ordinate the delivery of Jewish and Zionist content via chapter programming and while on National events
- Produce and distribute an educational update sheet for chapters with the National Social Action and Causes Officer.
- Constantly review and update BBYO's National and Chapter level customs and traditions relating to Israel and Judaism and make sure that they are adhered to.
- Work alongside BBYO's Israeli Shinshin (should there be one) to strengthen Israel engagement across BBYO
- Engage with the local community to ensure a BBYO presence at all Jewish festivals and holiday celebrations

The 2016-17 National Social Action and Causes Officer (SACO) will:

- Produce and distribute an educational update sheet for chapters with the National Jewish and Zionist Awareness Officer.
- Facilitate activist projects and social action with Programmer
- Work with the programmer to ensure every chapter takes part in a project for Mitzvah Day and JServe.
- Co-ordinate the organisation of member-driven National Fundraising events with the Administrator.
- Co-ordinate the organisation of member-driven educational events with the JZA.

Basic Information

Name:

Age:

Chapter:

Email:

Phone Number:

Parents Name:

Parents Email:

Parents Phone Number:

Position Standing For:

Previous Positions Held:

Previous Events Attended:

CONTRACT OF COMMITMENT

This contract must be read, understood and signed along with the parent consent form and must be sent to the BBYO office by the **1st September 2016**. Being able to stand for elections relies upon David & Josh having received this contract signed.

I have read the National Executive Election Pack and understand the responsibilities of this Office, and if elected pledge to fulfil them to the best of my ability from the day I am elected through to the end of my official term.

I realise that serving BBYO in this capacity entails a tremendous time commitment, requires a varied skill set, remaining open to feedback and embracing a maturing experience. I will remain active within my chapter and remain dedicated to its success, recognising that others will look to my chapter as a reflection of my own contributions.

I hereby commit to serving for one full year on the National Executive and I commit to remaining involved in an advisory capacity for one further year. I understand that I must prioritise my membership of the National Executive ahead of other extra-curricular activities. I understand that if this commitment and the terms of my position are not upheld, the Youth Commission, in conjunction with the National Director, have the right to terminate my membership of the National Executive.

If I am not elected, I will seek out other opportunities to serve BBYO. I will not allow the experience to frustrate me, but rather, I will learn from it all that I can. I will rededicate myself to the service of my chapter. I am, beyond any Executive position I have held, a member of BBYO. My commitment to BBYO and its principles will not waiver and I am dedicated to the principles of BBYO; my upcoming election will not alter this in the least.

I understand that I will not be able to announce my candidacy in standing for the National Executive before the submission deadline for applications.

Candidate Signature/Date
Signature/Date

Parent/Guardian

Parent/Guardian Acknowledgement Form

Dear Parent(s)/Guardian(s) of a BBYO National Executive Officer candidate,

Every year, members across the UK & Ireland convene for National Veida to unite and decide the future leadership and direction of our movement. One of the highlights is the election of the National Executive, BBYO UK & Ireland's national leaders.

This letter is intended to provide you with some understanding of what it will mean for your family if your son/daughter is elected to the National Executive. We encourage you first, to read through the pages of this packet. While it is geared primarily toward your son/daughter, it will help you to better understand what the National Executive is all about. It is important that you are an active participant in helping your son/daughter decide whether or not running for the National Executive is the right decision for him/her. Should he/she choose to run, you will be obligated to sign this form and give your consent to them doing so. **Without your consent, your child will not be allowed to run.**

There are six positions on the National Executive: National President, National Vice-President, National Administrator, National Programmer, National Jewish and Zionist Awareness Officer and National Social Action and Causes Officer. The specific responsibilities of each position are detailed in this packet, but the main responsibility is communicating with counterparts on a chapter and country level and with BBYO members via email, phone and online. National Executive candidates must have attended DLTC in order to stand for election and, if elected, must attend National Executive Training Course 2016, CLTC 2016 and Choref 2016. They are also strongly encouraged to actively participate in all other BBYO programmes. This is all in addition to weekly projects, activities and deadlines that must be met.

As can quickly be determined from the above paragraph, being on the National Executive is a lot of work and a major time commitment. Though it is certainly possible to serve on the National Executive and succeed in school, sometimes extra-curricular activities must be sacrificed. It is imperative that each member has the support of their parent(s)/guardian(s). Many National Executive Officers are able to remain involved in school activities and recreational sports, but each young person's ability to do so is unique to them and depends upon their time management abilities.

On a personal note, putting aside the worries you may have about late nights and stress, we must tell you: **this is one of the most incredible opportunities that a young Jewish person can have!** You just have to ask someone who has taken on this responsibility before to find out. You can also see what some previous National Executive Officers have said about their time at the end of this packet.

Serving successfully on the National Executive is an amazing experience. During the year of service, the National Executive Officers are pushed to grow as individuals and educators. They are challenged by movement workers and given incredible opportunities to achieve something special. After the year of service, their continued involvement in the movement will help them to grow into rounded individuals and really make them stand out when applying to positions of responsibility in the future.

Best of luck to you and your son/daughter in working together to decide whether running for the National Executive is the right decision, and a tremendous thank you to your son/daughter for their obvious, and significant commitment to BBYO.

I have read the above letter and discussed the upcoming National Elections with my son/daughter. I am aware of the responsibilities of a National Executive Officer and support my son's/daughter's candidacy for office. I also understand that, as stated in the *Contract of Commitment* I must not make the intentions of my child to stand for office known to anyone else.

Candidate Signature/Date
Signature/Date

Parent/Guardian

Manifesto

Please type and e-mail your Manifesto to BOTH of the following emails: david@bbyo.org.uk and jharendorf@bbyo.org.uk.

It must be no more than 500 words.

Your manifesto should have three distinct sections: One section outlining why you are standing for your position, one section outlining why you are a good candidate for that position and one section outlining three specific policies you would enact if elected.

Your manifesto will be displayed along with your passport photo and your experience on the elections notice board at National Veida, it will also be displayed on the BBYO website until after the elections.

YouTube Video

Please submit your 60-90 YouTube video by emailing the file to BOTH of the following emails: david@bbyo.org.uk and jharendorf@bbyo.org.uk.

Remember that at times, technology is not our friend. Please prepare your video with enough time to submit them should there be any technological issues.

Videos will be posted on the BBYO Facebook page, and our BBYO YouTube Channel.

A FEW WORDS FROM PREVIOUS NATIONAL EXECUTIVE OFFICERS

"I was a member of the National Executive of BBYO in 1997/8 having attended the Ealing chapter from age 13. I cannot stress enough how **valuable** the experience was. It taught me skills at a young age, that continue to benefit me today and have put me ahead of many of my peers. I learnt about **organising my time, leading teams, project management, delegation** and how to build successful professional and personal relationships. I built these transferable skills whilst doing something I was passionate about, having a great time and building friendships that I still have 10 years later. Despite the size of the commitment, I have always felt that rather than hindering academic studies, it was in fact a positive benefit. My experience on the National Exec and continued involvement in BBYO was also instrumental in me gaining a place on Teach First, a prestigious graduate recruitment scheme ranked 14th in the Times top 100 graduate recruiters. Of all the factors which have influenced my life, I would single out my year on the National Exec as one of the most **positive** and **significant**."

Joe Ellison
Southern President 1997-98
From Ealing Chapter

"Being on the National Exec gave me **confidence and independence** - something that a lot of young people don't get until they finish school. Planning events and travelling to London frequently, amongst other things, was a huge responsibility and a lot of work, but it was an incredible year where I formed close friendships, had a lot of **fun**, and learnt **new skills** that I still use today."

Amy Rossano
National Programmer 2002-2003
From Bournemouth Chapter

"Being on the National Exec was the most **fulfilling** year of my life. It gives you the opportunity to massively and positively impact on the movement that has shaped you as a person and given you your best friends."

Michael Harris
National Welfare Officer 2003-04
From Pinner Chapter

"The skills and experience I gained from being on the National Exec have been invaluable when applying for university and employment. Besides that, it was such a **fun year**, and seeing the development of the movement from the work we had put it was an exciting prospect. Also, BBYO were very supportive so I knew however much I had on my plate, they would help me prioritise and school work always came first! Basically, it was a really fun year and it gave me **experience** that I couldn't have got anywhere else."

Sam Cohen
National Administrator 2003-2004
From Masada Chapter