



KHTY Board Position Responsibilities

Universal Board Responsibilities:

- To assist the KHTY General Board with the planning and running of events, programs, and projects.
- To attend KHTY General Board meetings in person, on the phone or online.

President

- Oversees KHTY board
- Ensures that all practices of KHTY adhere to accepted bylaws
- Facilitates at least annual review of bylaws
- Serves as the KHTY representative to the KHN Shammass committee
- Sets meeting schedule for board and general meetings with the consensus of KHTY board
- Ensures that annual goals are set at the beginning of the year, reviewed and edited if needed during the year, and met by the end of the year whenever possible
- Regular communication with KHTY advisor (weekly or more often if needed)
- Organizes and runs board and general meetings
- Writes all agendas with support and advice of advisor
- Assists VPs as needed
- Runs elections, when they occur, with assistance from advisor
- Represents KHTY to NFTY and other youth organizations
- Represents KHTY to general KHN membership when needed

Programming Vice-President (PVP)

- Creates or assigns members to be in charge of programs for all events
- Fills in for president in absence
- Assists in the planning of events

Social Action Vice-President (SAVP)

- Plans at least 2 events related to social action
- Updates members on community service opportunities
- Communicates with the Tikkun Olam committee to incorporate youth in KHN social action
- Leads whole temple discussion/presentation after community service events explaining/discussing what the youth group did

Religious and Cultural Vice-President (RCVP)

- Plans, and contributes a Jewish aspect to events
- Leads services for youth group events
- Organizes the youth group in leading all temple services at least once during year

Membership Vice-President (MVP)

- Actively work to grow KHTY membership
- Plans mixers for events, if needed
- Maintains contact with new and returning members
- Reaches out to members who haven't been at meetings or events for a period of time
- Fosters new platonic relationships in the group
- Ensures that KHTY board understands what members are looking for in their experience

Communication Vice-President (CVP)

- Handles KHTY email account (kolhaneshamatyg@gmail.com)
- Handles KHTY instagram account (@khtyseattle)
- Communicates with all members and parents welcoming them into KHTY
- Send out meeting reminders, event announcement and reminders
- Compile and maintain KHTY email/membership list
- Communicates with parents & temple newsletter writers
- Takes notes at all meetings or assigns a notetaker if they are unable to attend a meeting
- Maintains a central online account for KHTY documents that all board members can access
- Distributes notes to KHTY board members in a timely fashion

Finance Vice President (FVP)

- Fundraise for KHTY and for scholarships
- Plans and executes at least 1 fundraiser
- Creates and sells KHTY merchandise
- Maintains KHTY budget with advisor, and Executive Director of KHN