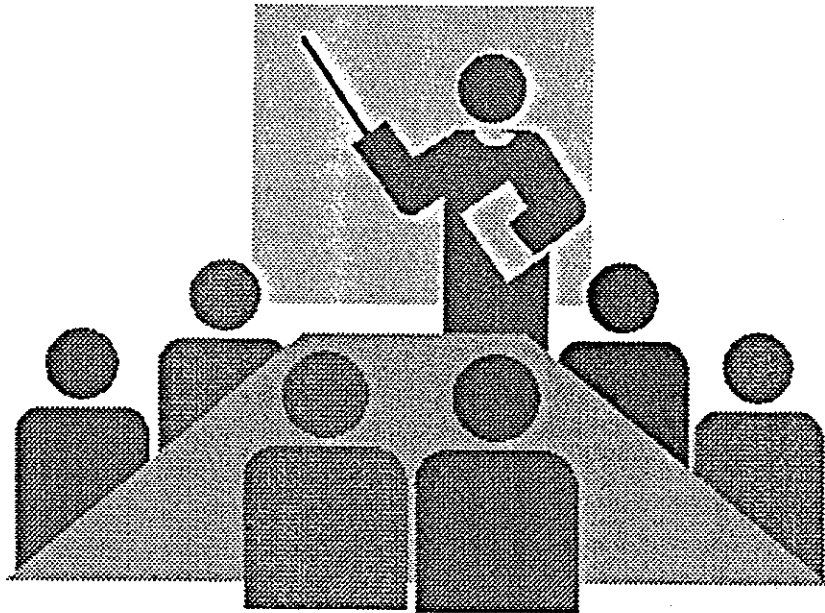


UNITED SYNAGOGUE YOUTH



Guide to Being a Chapter President

Department of Youth Activities ■ The United Synagogue of Conservative Judaism

Dear Chapter President,

Congratulations!!! For the next year, you have the great opportunity of holding one of the most unique and challenging positions in USY: the chapter presidency. The next year could be one of the hardest but most rewarding experiences of your life. To make things a bit easier for you, this packet has been compiled and updated. It contains many important resources and information that may help you. Please be sure to use it wisely, and don't hesitate to add to it.

Being a chapter president is a tremendous responsibility. You are in the unique position to affect the lives of an entire group of Jewish teenagers over the course of a year. The things you do (or don't do) could have far-reaching impact. The key is to set goals and construct a vision of what you want your year to be like. If you start planning early you can get your board, chapter members and the entire synagogue involved in making your chapter the best it can be. This book is designed to help you do just that.

The following pages can basically be divided into three parts. The first is an introduction to USY. It will talk about the history and structure of our organization as a whole, as well as give you an idea of what resources you will have available. The second section is about leadership and your role as the president. Look through this section carefully. Although everyone has their own unique leadership style, it is important to be able to recognize what your role is within your chapter and synagogue. The final section contains

some other materials that you might find helpful in planning programs and getting organized for your year.

This book has been compiled not to benefit just you, but USY as a whole. Right now, however, it is all on paper. It is up to you to use it well. When your term has ended please pass it down to the next president so that he or she can take advantage of its contents as well. Also, I would like to thank all the people who contributed to the contents of this book, including former International President David Bianco (who compiled the chapter presidents' packet years ago), as well as former ECRUSY President Daniel Sonnenberg and former Pinwheel President Sara Isgur, who gave much of the material that is contained in these pages. In addition, I would like to thank former Palo Alto USY President Samara Meir-Levi for helping in the final editing stages of this packet. Best of luck in the coming year, and may you accomplish all that you set out to do.

B'chatzlacha,



Joshua Kaplan
International President 1998

The Origin of USY

1948 was a dramatic year. The State of Israel had been established amidst what can only be called a miraculous series of events. The American Jewish community, however, was not in a healthy condition. What Jewish youth organizations did exist in the United States were either totally secular in nature (with an occasional bow to "religion" in the form of an organizational Shabbat service once a year), or Zionist-oriented and entirely dependent on the existence and future of Israel for the continuation of Jewish identity.

It was under these conditions that 150 young people from Omaha, Lincoln, Kansas City, St. Paul and Minneapolis came together under the auspices of the United Synagogue of America in the Temple of Aaron in St. Paul, Minnesota in April to discuss "The Synagogue and the Teenager." At the end of their sessions, they voted to form a permanent Midwest Region Youth Conference and to hold semi-annual meetings. And so, United Synagogue Youth was born, the first chapter being at Beth El Synagogue in Minneapolis.

Almost simultaneously, the idea to form a national youth movement affiliated with United Synagogue of America was being discussed in New York. At a meeting of the United Synagogue Youth Commission, held on March 19, 1951, the following proposal was finally adopted:

"The Youth Commission unanimously agrees that the teen-age groups come under the general supervision of the Youth Commission. Teen-age groups should include boys and girls of high school level, 13 to 17 years inclusive. . . The Youth Commission shall concern itself with non-scholastic group work for teenagers."

The name of United Synagogue Youth was proposed, and it was decided to call for a national Charter Convention in December of 1951.

The National Charter Convention of USY was held December 15-17 in New York City at Columbia University. Over 500 delegates

attended the convention, representing some 65 different communities in 14 states and Canada. Midwest, Connecticut and Southeast regions were already in existence, and Northern New Jersey, Chicago, and METNY were added during 1951. Paul Freedman of Connecticut was elected as the first National President of USY at the Charter Convention. The two basic documents of the organization, the Aims and Objectives and the Constitution, were adopted at the Convention. Eventually, this small youth group expanded into the 13,000-member international organization (with an additional 10,000 Kadima members) that it is today.

What is USY?

USY is, of course, that youth group to which you have committed a good deal of your time and effort. But where does USY fit in to the larger scheme of things?

The answer starts with an organization called *The United Synagogue of Conservative Judaism*. The USCJ is the umbrella organization of Conservative Synagogues in the United States and Canada. It services the overall needs of its affiliated congregations. United Synagogue Youth (USY) and Kadima are the official youth organizations of the Conservative Movement and are sponsored by USCJ. Our connection with United Synagogue means that we are a Conservative Youth group, and that USY chapters exist only in United Synagogue congregations.

USY was founded in 1951 and has grown from a handful of chapters to an international organization with thousands of high school age members. In 1964, Kadima was formalized as a separate entity for pre-USY age youth. USY was conceived as a means of meeting the social, educational, religious, and recreational needs of our young people. USY seeks to involve our youth in synagogue life and help to build the Jewish community of the future. Furthermore, USY is a Zionist organization, trying to build a relationship between Israel and our members here in America. One measure of our success is that we have begun to produce our own leaders, as many advisors, youth workers, Rabbis, synagogue presidents, etc. are themselves former USY'ers.

The international (or central) USY offices are located on the third floor of Rapaport House, the USCJ building in New York City. The programs it runs include the International Convention, USY-on-Wheels, Israel Pilgrimage, USY High, Nativ, Chalutzim Seminar, Tikun Olam, USY On-line, USY listserv, the program bank and many, many others.

The Structure of USY

USY is a 13,000-member International Organization with chapters throughout the United States and Canada. In addition, there are about 11,000 Kadima members in grades 6-8. Just like its parent organization, United Synagogue, it functions on many levels.

International (or Central) USY: This includes all of the 17 regions across the US and Canada. The Central Office is located in downtown Manhattan on Fifth Avenue. In addition to a full staff, there are also six international officers and a general board of about 10 people. International USY is responsible for all Israel and summer programs, running special clubs (see following page) and International Convention.

Regional USY: As stated above, there are 17 regions ranging in size from about 200 members to 2,000 members. A region is a geographic area that encompasses many different chapters. Each region has its own executive board as well as general board. Events vary by region, but all hold weekend conventions throughout the year as well as many other activities.

Sub-regional or Divisional USY: Some of the larger regions with many chapters, such as METNY (Metropolitan New York) and Hanegev (Southeast) have divided up their regions into smaller geographical areas called sub-regions. These tend to function like regions with their own conventions and events.

Chapters: These groups are the heart of USY. Every member joins USY through a chapter which is housed in and sponsored by a United Synagogue Congregation. Chapters vary in size from less than ten to about 200. It is up to you as president, along with your board and staff to decide what kinds of events and programs your chapter should run.

USY Clubs and Publications

In addition to many programs and resources, international USY also has a number of special clubs and publishes many different newsletters. The list below is really only a partial list; it doesn't include all of the different sourcebooks and pamphlets that have been printed over the years.

Clubs:

Abraham Joshua Heschel Honor Society: A special USY club devoted to study (*Torah*), Jewish living (*Avodah*) and community service (*Gimilut Hasadim*). Membership is free, but in order to qualify a USY'er must meet certain standards which reflect the society's three main goals. These include: engaging in Jewish studies for at least three hours a week, attending synagogue services three times a month and performing three hours of community service per month. Each year, new members are inducted at a special ceremony at International Convention. In addition to receiving the society's quarterly newsletter (*Boer Ba'eish*), members are also eligible to attend a late night study session at International Convention and the Abraham Joshua Heschel Honor Society Kinnus in March.

Hechalutzim: This is USY's Israel club! Membership costs ten dollars a year. Members will receive the quarterly newsletter, *Hechalutzon* and frequent *Keshet L'Yisrael* E-mails with information about current events and issues in Israeli society. This club also has a late-night activity at International Convention.

613 Mitzvot Corps: This USY club is dedicated to social action and raising funds for Tikun Olam, USY's tzedakah fund. Membership cost \$6.13 for a year or \$61.30 for life. In addition to receiving lots of materials about social action and T.O. fundraising, members receive *SATO Street*, the club's quarterly newsletter.

Publications:

Achshav: This is USY's quarterly magazine. Besides a message from the USY director and International President, it contains a lot of articles about different events taking place throughout all 17 regions of USY. There is also a "What you Say" section in which USY'ers from all of North America can write about their views on different topics.

LaNasi: USY's newsletter for Chapter Presidents. This quarterly publication is probably one of the most useful that you will find over the course of this year. It has articles by chapter presidents and other USY officers with many different programming ideas and suggestions. It is a very valuable resource to any chapter president.

Shalhevet: This is USY's annual creative arts magazine. It contains poems, short compositions, photographs and other creative works by USY'ers from all 17 regions.

International USY Programs

Besides chapter and regional programs, USY offers a variety of programs and groups on the International level. Here is a list of the programs USY currently offers:

USY on Wheels: This six and a half week summer program is a cross-country trip unlike any other. Besides being a bus tour filled with incredible sights and experiences, it is the only trip in which a USY'er can travel around North America while learning about how to live as a Jew anywhere.

USY Israel Pilgrimage: USY's Israel experience is unlike any other. All the different Pilgrimage programs include an amazing time in Israel to explore the country, its past, present and future. But there are a few different options:

Israel Pilgrimage: a six-week tour of Israel including a week-long *Gadna* army experience

Israel Pilgrimage/Poland Seminar: Eight days in Poland and five weeks in Israel

Israel/Italy Pilgrimage: A tour of Italy, a three-day boat trip across the Mediterranean and a landing at Haifa for five weeks in Israel

Israel/Eastern Europe: Two weeks of touring and learning including Budapest, Prague, Poland, and a boat trip to Israel via Cyprus, followed by four weeks in Israel

London/Israel Pilgrimage: A week in London and five weeks in Israel; a new program in 1999

Ezra: A five-week program geared for people who have already been to Israel in which you really get to know the land through activities like working in development towns and a hike from the Jordan to the Mediterranean.

USY High: An eight week High School in Israel experience run especially for USY'ers. You can study history and other subjects hands-on while earning credit for high school and even college.

Nativ: A one-year post-high school Israel program. It includes one semester of study in Jerusalem at either Hebrew University or the Conservative Yeshiva and one semester on kibbutz as well as amazing tiyulim (trips) and an experience unlike any other.

International Convention: Every year, USY picks a different city to host its International Convention. It can be anywhere from Toronto to Los Angeles. About 1,000-1200 USY'ers take over a hotel for four days of sightseeing, learning, social actions projects and much more.

Resources

There are a number of resources available to your chapter when you need help. Familiarize yourself with them, and you will find an endless source of ideas and materials.

USY on the Web: USY has its own web site at <http://www.uscj.org/usy>. It's filled with all types of information about the organization itself, as well as the programs it runs and the different people involved. There are links to all sorts of great web sites, including many regional and chapter pages. In addition, there is now an online program bank from which you can download many types of programming for meetings.

The Program Bank: The USY Program Bank has a variety of ideas on leadership, membership and programming, as well as specific chapter programs and how to run them. Take some time to read the parts that are geared towards your interests. If anything is particularly helpful, you can add it this handbook for future reference by yourself and your successors. As stated above, most of the Program Bank is now online, but there are still additional materials available from the International office.

USY Sourcebooks: Over the years, USY has published a number of educational sourcebooks about various topics. These contain great materials for educational programming as well as many useful programming ideas and suggestions. A complete list of USY publications is available by request from the USY office or on the USY web site.

Your Region: Your regional president, executive board and youth director are experienced in dealing with the problems faced by USY chapters. If you need some advice, check with them. They will probably have some good suggestions. Also, many regions frequently publish materials for chapter officers and have leadership training sessions with them. Take advantage of these opportunities, and do your best to form a relationship between your chapter executive board and that of your region.

Your Division/District/Sub-region: A few regions are divided up into a number of smaller sections to better facilitate programming and events. If you are in one of these regions, that means that there is an extra person or group of people to help you: the sub-regional board.

Other Chapters: You might try to be in contact with other nearby USY chapters and their officers. Taking an idea from them is not "stealing" unless you claim that it was your own. Share ideas and learn from each other's mistakes.

Your Synagogue: As a USY chapter, you are under the auspices of a United Synagogue congregation. You would be surprised at how many resources this can put at your disposal, from space to run programs to TV's and VCR's to show movies. Get to know the board of directors in your synagogue and try to find out

what types of aid they can give you. It may be the most important thing you do all year.

Your Rabbi: Your Rabbi should always be consulted when your chapter has to make a decision regarding Jewish law. He or she can also be helpful in guiding your chapter in terms of Shabbat and Kashrut observance, as well as educational programs. Finally, he or she may be willing to teach your members or occasionally speak at a meeting.

Leadership

No matter what else you do, your main role as the chapter president is to be a leader. You must set an example for other USY'ers to follow and be a role-model for them to look up to. This is not easy to do, and it often requires a good amount of effort and personal sacrifice. Remember is that you represent your USY chapter at all times; your actions are a reflection on your group. Most importantly, keep being yourself; that's who people elected. Just realize that they may now take the things you say and do much more seriously. This page and the two following contain some hints and advice about what it means to be a good leader.

Characteristics of a Leader

1. Can envision results.
2. Can communicate results.
3. Deep commitment to subject area.
4. Great credibility
5. Can juggle complexity and make it seem simple.
6. Can move groups from current to future status.
7. Can instill commitment to change.
8. Can instill new cultures and strategies in groups.

9. Willing to assume responsibility for change.
10. Capable of directing change.
11. Able to overcome resistance to change.
12. Willing to take risks.
13. Developing plans for worst case possibilities.
14. Rehearses mentally.
15. Not content to rest on laurels.
16. Develops trust through positioning.
17. Is not a workaholic- keeps things in balance in life.
18. Believes in him/herself without being pompous.
19. Focuses on positive, not negative outcomes.
20. Can create and stick to an agenda.
21. Can abandon an agenda when necessary
22. Passion and intensity.
23. Challenges others (does not coddle).
24. Sees linkages between seemingly dissimilar things.
25. Defines reality.
26. Capable of influencing others.
27. Puts "know-why" ahead of "know why"
28. Knows him or herself.
29. Reliable.
30. Persistent
31. Solves problems instead of blaming.

Seven Concrete Steps to Leadership

Don't be a manipulator: The most certain way to assure being eliminated as a leader is to act and talk in such a way that the others perceive that you're attempting to manipulate them or the group. We all should be dedicated to their welfare and not our own. A member who emerges as the natural leader must be sincerely and completely dedicated to all members.

Be willing to pay the price: To emerge as the natural leader you must help the group enough to do the work. Almost everyone would like the rewards of leadership, but not every member is willing to work "above and beyond the call of duty" for the group. They work overtime, inconvenience themselves, and tackle even low status tasks with enthusiasm.

Speak Up: If you wish to be a leader you must know what is going on. You must make a contribution. Your talk and action must show an active commitment to the group, a concern and consideration for others as people, and an understanding of the task.

Do your homework: If you wish to be a leader you must know what is going on. Members who emerge as leaders must have sensible ideas and state them clearly. They know things that will help the group. Plan for the good of the group.

Make personal sacrifices: Nothing tells others more clearly that you are sincere and not a manipulator than your willingness to make personal sacrifices for the group. Members who emerge as leaders do not worry about who gets credit for the work. They often give credit to others. People who worry about recognition seldom emerge as leaders.

Raise the status of other members: Closely related to the fact that leaders do not worry about getting credit for their work is their tendency to raise the status of other members. They compliment other people when they do something for the group. They indicate that every person in the group is significant.

Build group cohesiveness: Leaders help build a history and tradition.

Eight "In's" To Leadership

The first "in" - INTELLIGENCE - is considered by many to be the master key to the door of leadership. This however, is cold by itself. It also takes a warm, sensitive, enthusiastic personality.

The second "in" - INTEGRITY - a good leader is one who is dependable, whose actions are above reproach, and who stands firm once he is convinced he is in the right.

The third "in" - INSPIRATION - is a vital ingredient for leaders to cultivate. Thomas Edison said "Genius is one percent inspiration and ninety-nine percent perspiration." It is that last one percent that is vital, however. Without it, no amount of work can bring complete success.

The fourth "in" - INTEREST - is a basic and unique function of successful leadership. Interest not only infects the leader, it can also spread contagiously to all members of the group.

The fifth "in" - INITIATIVE - is a basic and unique function of successful leadership. Unless a leader sees what needs to be done and takes the initiative in carrying out regular or assigned tasks, the group he leads will lack vitality, purpose, and enthusiasm.

The sixth "in" - INTERDEPENDENCE - a good leader persistently seeks to understand the group and its goals and how to encourage each member to work harmoniously and effectively for the benefit of all. This is INTERDEPENDENCE . . . and should never be confused with dominance.

The seventh "in" - INSIGHT - is self-analysis as well as the ability to see into the "tickings" of the group members . . . a good leader also keeps his eye on the aims and purposes of his group.

The eighth "in" - INVENTION - is simply imagination. It is the ability to add that dash of "spice" to the operations of the group.

DUTIES AND RESPONSIBILITIES OF THE PRESIDENCY: A Basic Outline

The president of an organization is its foundation and mainstay. . .

1. Know your facts. The president is responsible for the knowledge of all proceedings in his/her organization, from major policies to the smallest details. This involves research, as well as close communication with subordinates.

2. Divide the work. The "hero" who does everything himself does nothing. Delegate responsibility to capable choices - NOT TO FRIENDS AND GOOD BUDDIES. Selection of committees is the most important single function, as they will be the support structure of the group. Look for these qualifications:

- a. Past experience
- b. Desire to do work
- c. Ability to do work well.
- d. Stamina to do what is necessary
- e. Punctuality
- f. Image
- g. Ability to work both under and above others
- h. Cooperation from family

Use your best judgment in deciding who will work with whom.

NOTE: Don't ask chairmen for their suggestions until you have outlined for them exactly what you expect. The uninformed chairman is most often the unproductive.

3. Set Goals for your chapter, your officers and yourself. Being a chapter president is a very special and exciting experience. To make your year more meaningful set realistic goals so you and your chapter can work towards some fantastic accomplishments.

4. Call for reports regularly. This will not only keep you informed, but will also insure your chairmen having something concrete done in anticipation of your call.

5. Criticize accurately and constructively. Let your helpers know that you want to work with them in the fine job they are doing. Smile as you

criticize and be sure to include alternative suggestions and a compliment on a good effort. REMEMBER, it's not what you say; it's how you say it.

6. Comment on the good as well as the bad. Nothing prompts a good worker more than a compliment. If a result of someone's labors is really good, share your pleasure by letting the person responsible know that his/her efforts are appreciated.

7. Don't Procrastinate. Tomorrow never comes- DO IT TODAY. All with whom you'll work will appreciate your efficiency and promptness. Answer mail, phone calls and E-mails as soon as possible.

8. Be Punctual. If you are late, you can't expect anyone else to be on time. Plan to arrive early for all appointments and meetings and demand punctuality from your workers.

9. Keep a record of your actions. Be sure your correspondence is neat, complete and accurate. Indicate on all of your mail the date of receipt. Any important transactions should be done in writing, and you should keep a copy of any important letters or documents that you write or receive. Also, be sure to keep a copy of all important letters sent out by your chairmen.

10. Read all communications carefully. Note deadlines and stick to them. Never throw away mail, file it for possible future reference. Be sure you understand completely the content of every letter which you receive and be explicit in letters which you write.

11. Proof-read all materials before they are officially printed. In doing this, realize that the author of the publication may have style not like your own. Try to preserve the original meaning and tone, while eliminating factual and grammatical errors.

12. Don't make ridiculous demands. Plan to have materials ready early enough to allow ample time for processing, printing or discussion. Good planning will prevent "emergency" or "rush" activities. Also, never ask a person to do more than they possibly can. It will both turn them off to working with you, and they might end up accomplishing nothing in the end.

13. Assume responsibility. If a chairman should act or decide improperly, you must publicly defend him/her and assume personal responsibility for the actions. Naturally, you may criticize or take other action later, but do it privately. You need not embarrass anyone in front of others.

14. Involve your younger USY members. It is vital to train our younger USY'ers to be the leaders of tomorrow. Involve younger members by assigning them to committees, encouraging them to take on specific tasks at chapter events, or by having them work on special projects. In this way you will be providing a "behind the scenes" look into USY, as well as preparing for a successful future.

15. Image. Your personal characteristics and Jewish observance will automatically be considered as a guideline and example for your members. Be sure your conduct and religious observances meet this challenge.

16. Knowledge. You MUST have a reasonably firm foundation in Judaism. If you don't, start learning as soon as possible when you assume office. The USY president MUST be involved in Jewish life and have an understanding.

17. Dedication. Remember that USY isn't a goal complete in itself. Your main reason for USY leadership should be a desire to "Mold Jews of Faith and Understanding." Judaism is our heritage, and its preservation in our lives and the lives of our members is our task and responsibility.

Delegating authority

As the chapter president, you will probably have many goals which will require you to do a great amount of work. But no matter how hard you work, you'll never be able to accomplish it all by yourself. Therefore, one of the most important things you'll have to do this year is delegate authority and responsibility. By doing this, you give others the ability to help you with tasks and the opportunity to make their own contributions to the group. It is a good idea to begin forming committees at the beginning of the year both for the purpose of fostering a more

involved membership, and setting up a system in which all your goals can be accomplished in due time. Below are eight different levels of delegation. Following them are several guidelines about how to delegate. Use this information wisely. You'll need it for a successful year.

The Eight Levels of Delegation

1. Look into this problem. Give me all the facts. I will decide what to do.
2. Let me know the alternatives with pros and cons. I will decide which to select.
3. Recommend a course of actions for my approval.
4. Let me know what you intend to do. Delay action until I approve.
5. Let me know what you intend to do. Do it unless I say not to.
6. Take action. Let me know what you did and how it turns out.
7. Take action. Communicate with me only if your action is unsuccessful.
8. Take action. Not further communication with me is necessary.
5. Establish a reporting system for problems.
6. Delegate both "good" work and "bad" work.
7. Don't use delegation to dump disasters on others.
8. Give both positive and negative feedback.
9. Use the "one person-one job" method of delegation.
10. Gradually increase responsibilities and freedom.
11. Train new leaders if deficiencies are spotted.
12. Inform others of authority you have delegated.
13. Recommend sources of help and support when delegating.
14. Make sure to provide all necessary background information.
15. Adjust current workload to match new additional tasks.
16. Don't over-supervise.
17. Use mistakes as a learning experience.
18. Encourage risk-taking.
19. Make sure what you're asking for "makes sense" to both you and them.
20. Try to communicate the need, vision and significance of the work.

WAYS TO EFFECTIVELY DELEGATE RESPONSIBILITY

1. Pick qualified people to start with.
2. Explain both the job and the degree of delegated authority.
3. Concentrate on explaining the results you want accomplished.
4. Reach agreement on the job and the time frame for accomplishment.

Have the person repeat back to you what their understanding of the work is.

Goals

USY is an organization that has a sense of purpose. It has a very specific justification for existence. We are trying to do all we can to

insure that the teenage members of our congregations retain strong relationships with their synagogues, communities and Judaism in general. In order for us to do this, we must decide what we as leaders of USY see important in maintaining this overall commitment. We can do this by setting goals for ourselves and for our chapters.

Determine where you are

Step 1: Take a realistic view of where you and your chapter stand. Decide what areas you are strong in, and what areas need improvement. Find out what your members think are important things, and also what exactly they would like to get out of USY. This can be done by simple surveys, or questionnaires. If you want to have good membership, do things that they feel are important.

Decide where you want to go

Step 2: As you enter your year as president, one of the first things you should do is decide where you want to lead your chapter. You should sit down with your Rabbi, Youth Director, Synagogue President (and perhaps last year's USY president) and discuss what things will help the chapter most. Here is where the word Goal comes in. If your chapter is lacking in the field of social action, you might want to set the goal of having more social action programming. Let your board and chapter know about these goals, so that all of you can work together in achieving them.

Design the most efficient way of getting there

Step 3: Here is where you start to take action. Decide which techniques will benefit your chapter most. Try to vary your techniques so that it does not appear that you are doing the same thing every time.

Find out if you got there

Step 4: It helps to periodically discuss the progress or lack thereof in relationship to your goal. By periodically asking chapter members to

evaluate programs and experiences, you will be able to see how close you are to achieving your goals.

Remember, it's not only important that your chapter strives for goals, but that you as a leader strive for goals in terms of leadership ability, personal characteristics, and Jewish commitment and observance.

Sample Meeting Agenda

- A. President opens the meeting : "I officially call this meeting to order at (time)."
- B. Introductions
- C. D'var Torah
- D. Minutes - (*Approve last meeting, make sure they are being taken now*)
- E. Reports
 1. Chapter President's
 2. Youth Director's
 3. Membership
 4. Committees, i.e. SATO, Rel/ed, event (*list all on Agenda*)
- F. Regional events (*list any upcoming events, etc. with dates*)
- G. Past Program evaluations (*List each on Agenda*)
- H. Future Programs (*list each on Agenda*)
- I. Plan future calendar (*calendars should be planned well in advanced*)
- J. New Business
- K. Next Meeting (*When? Where? Who will do the D'var Torah?*)
- L. President closes the meeting: "The meeting is officially adjourned at (time)."

Making Meetings Magnificent

1. Give enough notice - people need time to plan meetings into their schedules.
2. Set the meeting for an exact time.
3. Always start on time, so everyone feels the need to be prompt.
4. Begin with a D'var Torah - this is an easy way of incorporating an educational aspect to

- the meeting, and it shows that we identify as a Jewish Youth Group.
5. Always set an agenda - distribute main points sometime before the meeting so that everyone can prepare for the topics of discussion
 6. Have hand-outs so everyone knows what you are referring to, i.e. agenda, upcoming program schedule, checklists, etc.
 7. Maintain order in meetings at all times. You should have fun, but be sure not to lose focus.
 8. Plan ahead - if your meetings is before a program, go over the schedule, check that all the details are being taken care of, and make sure that everyone knows his role at the event. If your meeting isn't before a program, spend time planning for future events or discussing long range projects and goals.
 9. Encourage note-taking, so that everyone will have their own record of the information covered during the meeting. This should be done in addition to someone who will take the official minutes, i.e. the communications vice president or secretary.
 10. Include everyone - ask questions, go around the meeting for opinions, begin with "go around" questions, have committee reports.
 11. Rotate leaders - give everyone on the board the opportunity to run different parts of the meeting so they, too, will learn from the experience.
 12. Be prepared - time is valuable. Preparation will make sure that it is well-spent.
 13. Have occasional non-business activities and sessions with your board.
 14. When appropriate, daven at the beginning of the meeting (if it is large enough for a minyan)
 15. Occasionally include a major topic of content to discuss the chapter's goals in the long run. Discuss whether your outreach is sufficient, whether your members are

learning about Judaism, ways to strengthen ties between chapter and synagogue, etc.

16. Keep the discussion relevant, don't allow it to go off on tangents.
17. Keep meetings to a prescribed length of time.

HELPFUL HINTS FOR CHAPTER PRESIDENTS

By Julie Zuckerman

(These are not multiple choice)

1. Know how to lead good chapter meetings and board meetings.
 - a) Be an initiator - suggest new or different ideas for discussion and approaches to problems.
 - b) Be encouraging - give others praise and support. Give credit where credit is due.
 - c) Do not lose your temper in front of the group - stay calm!!!
 - d) Remain objective and open minded at all times.
 - e) Keep officers as visible dugmaot.
 - f) Remember that the board must appear to be united.
 - g) Above all, BE FRIENDLY TO NEW MEMBERS!!!!
2. Communicate well with the chapter.
 - a) Keep in contact with all your officers regularly (AT LEAST weekly).
 - b) Treat all officers equally -- do not play favorites.
 - c) Make flyers interesting, exciting, colorful, etc.
 - d) Appoint reliable people for your phone committee.
 - e) Send follow-up flyers and make follow-up phone calls.
 - f) Publicize events well - flyers, phone calls, synagogue bulletins, announcements at services, etc.
 - g) Show humor whenever appropriate.

- h) For "good and welfare," be positive and mention the good things happening, congratulations, etc.
- i) Share ideas among everyone.

3. Communicate well with the (subregion) region, and International USY

- a) Respond immediately to officers' letters, phone calls, E-mails, etc.
- b) **DO NOT HESITATE TO ASK FOR HELP -- THAT IS WHAT THEY ARE THERE FOR!!!!**
- c) Tell officers when they make mistakes.
- d) Invite officers to your events.

4. Be careful not to get B.O. -- burnout!!!

- a) Try not to do too much at the same time.
- b) Delegate responsibility, but follow progress.
- c) When officers begin to get burned out, do not push them too hard; take them out, be their friend, and listen to their problems.
- d) Set priorities from the beginning of the year.

5. Create a dream list.

- a) Write down your top ten goals/dreams for the year plus one immediate priority.
- b) Set attainable goals.
- c) Prioritize all ten goals.
- d) Work toward your goals -- **FOLLOW THROUGH!!!**
- e) Do the same with your board.

6) **HAVE THE TIME OF YOUR LIFE!!!!!!!!!!!!!!**

In Conclusion

This page is the end of the chapter presidents' handbook. However, it isn't the end of what you need to know to do your job; there would be no way to fit that into a few (or not so few) pages like this. Throughout the remaining months of your term you will constantly face new challenges and find yourself being stretched to new limits. Although the going may get tough sometimes, never give up. If you stop working, things *won't* stay the same; they'll get worse!!

Use this year to work as a team with your board and staff to make your chapter the best it can possibly be. Work with the rest of the congregation so that USY becomes an integral part of synagogue life. Become a presence by coming to synagogue, leading services and volunteering at community events. If you help others, they will help you when you need assistance with a program.

As the year progresses, keep yourself goal-oriented. Always remember why you ran for president and keep in mind the reasons that you got involved in USY in the first place. Never lose sight of the big picture. The best way to do this is to keep a copy of your speech handy and reread it from time to time so you don't lose focus of what you originally set out to do.

Finally, enjoy your time as chapter president. Learn and absorb everything that you can. The leadership and organizational skills that you acquire now will stay with you for the rest of your life. Good luck!!!!



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