

OCTY BOARD POSITION JOB DESCRIPTIONS

► The duties of the PRESIDENT (11th/12th graders only) shall be the following:

1. Should role model good leadership skills and be a mensch.
2. Write all Board meeting and general membership meeting agendas.
3. Maintain regular communication with all members of the Board.
4. Be an ex-officio member of all OCTY committees.
5. Enforce the OCTY Constitution, as well as bylaws and all other rules or restrictions.
6. Make certain all board members are fulfilling their duties
7. Delegate additional duties as needed.
8. Responsible for keeping track of all Temple Beth Sholom activities and decisions.
9. Write/assign Kol Sholom articles periodically
10. Communicate with Advisor concerning all youth group matters.

► The duties of the PROGRAMMING VICE-PRESIDENT (10th-12th graders only) shall be the following:

1. Plan, implement, and oversee all OCTY programming.
2. Maintain records for the NFTY-SoCal Tikun Olam Award.

► The duties of the SOCIAL ACTION VICE-PRESIDENT (10th-12th graders only) shall be the following:

1. Plan and implement at least one social action program during the year.
2. Work with the Programming Vice-President to integrate Social Action themes into all programming.

► The duties of the RELIGIOUS & CULTURAL VICE-PRESIDENT (10th-12th graders only) shall be the following:

1. Supervise the creation and implementation of all religious services
2. Work with the Programming Vice-President to integrate Jewish culture/traditions into programming.

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► The duties of the MEMBERSHIP VICE-PRESIDENT (10th-12th graders only) shall be the following:

1. Keep all records of OCTY members.
2. Recruit new members to OCTY.
3. Responsible for keeping in contact with all OCTY members.
4. Promote all OCTY and NFTY SoCal events
5. Manage Facebook Group

► The duties of the TREASURER shall be the following:

1. Create fundraising opportunities.
2. Work in coordination with Advisor regarding all money issues.

► The duties of the SECRETARY shall be the following:

1. Take minutes of all Board meetings and general membership meetings.
2. Correspond with outside organizations
3. Send Birthday and Confirmation cards to OCTY members.

► The duties of the HISTORIAN shall be the following:

1. Take pictures at all OCTY and NFTY SoCal Events.
2. Create a pictorial recap of the year including working on the website with Advisor.
1. Promote all OCTY and NFTY SoCal events

► The duties of the 9th, 10th, 11th, and 12th GRADE REPS shall be the following:

1. Attend OCTY Board meetings.
2. Promote OCTY and NFTY events to other 9th – 12th graders through calls, emails, and personal contact.
3. Help plan, set-up, clean-up at least one OCTY event each year.