

President:

1. Shall have the ultimate responsibility of overseeing the Officers and activities of the Executive and General Boards.
2. Shall have served as an Officer of the BJUSY Executive Board for at least one year.
3. Shall act as the primary liaison between the Chapter and the Region.
4. Shall be responsible for creating an agenda and conducting Board meetings.
5. Shall be actively involved in new member recruitment.
6. Shall be a member of the Youth Committee and should attend meetings periodically, as specified by the Youth Director.
7. Shall represent the Chapter in the Congregation, Region, USY, and the general community.
8. Shall serve as an ex-officio member on all USY committees.
9. Must attend 100% of all Kadima and Kadinkers events as a representative of BJUSY or make arrangements for another Executive Board member to attend.
10. Shall be responsible for coordinating the reports in accordance with the Communications Vice President to the Congregation as to the state of the chapter by writing/reviewing a monthly column in the WORD.

Executive Vice President

1. Shall serve as president, taking all appropriate rights and responsibilities, upon absence of the President
2. Shall send a recap of the upcoming months' programs and expectations, such as co-chairs to the other executive board members at the beginning of each month.
3. Shall prepare an "Upcoming Events" announcement for the President, Executive Vice President, or their designee to read at the conclusion of every event.
4. Shall coordinate and oversee all programs and events with the necessary people, including staff, Chairperson(s), and Executive Board Members.
5. Shall establish lists of possible program ideas for review at Executive Board meetings and calendar meeting.
6. Shall be responsible for keeping track of program feedback and evaluations.
7. Shall send "Thank You" notes in accordance with the Communications Vice President to those who work on programs or make a contribution to the Chapter.
8. Shall oversee the creation and development of the BJUSY General Board.
9. Shall oversee the general board positions of Junior Programming, and Regalia Chair.

Israel Affairs Vice President:

1. Shall create programs and materials that educate and bring awareness of current events and issues that relate to Israel.
2. Shall provide Israel updates to the chapter and congregation to be presented at weekly minyan
3. Shall provide weekly updates in the form of the Israel fun facts through use of social media.
4. Shall be responsible of keeping the chapter aware of Israel current events through multiple modes.
5. Shall prepare and coordinate (with the help of Advisors, the Youth Director, and the Executive Vice President) Israel awareness programs, which should be held once a month in conjunction with an open lounge, or as a separate activity.
6. Shall oversee the General Board position of Israel Awareness, and Public School Outreach.

Membership/Kadima Vice President:

1. Must attend 100% of all Kadima and Kadinkers events as a representative of BJUSY or make arrangements for another Executive Board member to attend.
2. Shall be responsible for taking attendance at all Chapter events and maintaining a record of attendance. If there is a chairperson responsible for a certain event or the Membership/Kadima Vice President is absent, he/she is responsible for obtaining a list of attendees and adding it to the attendance record.
3. Shall be responsible in conjunction with the president, Youth Director, and advisor(s) to plan, create, publicize and oversee Kadima and Kadinkers events.
4. Shall make an annual goal for membership for each of the three groups and present that goal and plan to reach it at the first board meeting of the year.
5. Shall provide an update on membership numbers to the executive board at each monthly meeting.
6. Shall keep the chapter updated on membership numbers and progress towards the annual goal.
7. Shall be responsible for informing Hebrew School students of new Kadima events by visiting Hebrew classrooms at least once a month in conjunction with Youth Director and Educational Director.
8. Shall work with the Executive Vice President on preparing "intro to USY" programs for any new members.
9. Shall oversee the general board positions of Hebrew School Crew/Kadima and Kadinkers Connection, Sophomore Representative, and Junior Representative.

Religion/Education (Rel/Ed) Vice President:

1. Shall be responsible for coordinating Youth Led Shabbat Services in the main sanctuary each year. Must coordinate services with the Youth Director and Youth Advisor(s) as well as the Rabbi and/or Cantor at least one month prior to the date of the service to arrange the involvement of BJUSY members in the service.
2. Shall coordinate High Holiday Services for the Youth Department with the help of the President, Youth Director, Advisor(s), Rabbi, and Cantor.
3. Shall prepare, and coordinate with, the Executive Vice President and the Youth Director all Chapter programs dealing with Jewish education and/or religion.
4. Shall coordinate a monthly teen Shabbat service for 6th-12th graders.
5. Shall be responsible for preparing and providing a weekly parashah update to the chapter.
6. Shall help lead or coordinate the leading of the weekly minyan.
7. Shall oversee the General Board positions of Rel-Ed Sidekick and Ruach Ramblers.

Social Action/Tikun Olam (SA/TO) Vice President:

Tikun Olam ("TO"), is USY's charity fund.

1. Shall set up a system for collecting TO donations at all chapter events.
2. Shall be responsible (with the help of the Advisor(s) and the Youth Director) for establishing a yearly goal for raising TO funds. Plan for the year should be presented at the first Executive Board meeting of the year.
3. Shall provide an update on Tikun Olam numbers to the executive board at each monthly meeting.
4. Shall keep the chapter updated on Tikun Olam numbers and progress towards the annual goal.
5. Shall prepare and coordinate (with the help of Advisor(s), the Youth Director, President, and the Executive Vice President) the Purim Carnival.
6. Shall be responsible for planning and overseeing other social action and fundraising programs, which are to be held periodically throughout the year.
7. Shall oversee the General Board position of Green Machine and Community Service Chair.

Communications Vice President:

1. Shall be responsible for collecting articles from the Executive Board members and writing articles to be published in the WORD, Congregation Beth Judea's monthly newsletter. The articles must be turned into the Youth Director by the 1st of the month to be published in the next month's WORD.
2. Shall be responsible for the coordination and compilation of photographs at chapter and regional events.
3. Shall coordinate the record of all phone calls that are made to BJUSY members.
4. Shall produce the monthly emails with the help of the Youth Director and have them ready for mailing by the 1st of the month.
5. Shall coordinate maintenance of the Chapter web page.
6. Shall send "Thank You" notes in accordance with the Executive Vice President to those who work on programs or make a contribution to the Chapter.
7. Shall be responsible for editing/creating the Chapter Year in Review, and shall oversee the General Board Year in Review Committee.
8. Shall run and operate all social media outlets for the Chapter, which therefore include the email records, Twitter, Instagram, Facebook, Website, and any other new-fangled technology that comes out after the writing of this Constitution.
9. Shall be responsible for creating/overseeing the creation of Facebook events through the BJUSY Facebook account.
10. Shall oversee the General Board position of Photographer, Year in Review Committee, Public Relations, Word Warrior, and "Phone Squad".

Freshman Representative(s):

1. Shall be responsible for representing his/her class as a non-voting delegate at Executive Board meetings.
2. Shall be responsible for helping to gain and maintain the membership of the freshman class.
3. If the Executive Board deems it necessary, up to two Freshman Representatives can be appointed.
4. Shall be responsible for turning in application packet at the same time as board packets, and will be announced at elections, and still inducted at the same time as the other board positions