**Michigan Hillel Governing Board 2018 Application**

Please complete the application portions and obtain ALL the necessary signatures for the position you are applying for. To fill out this application click “file” and “save as”. Rename the document “Hillel Board Application 2018 - [YOUR NAME]”.  When finished, save and email the document to the Election Commission (hillelelections2018@umich.edu).

Please reach out to Josh (joshblum@umich.edu) if you have any questions.

Dear Hillel Board Applicant,

Thank you for your interest in running for Hillel GB! We are so excited to elect the next leaders on our campus. As a member of the Hillel Governing Board, you will have a chance to impact our Jewish community that is caring, diverse, pluralistic, welcoming, and actively inclusive. You will also have the incredible ability to exert influence across our entire campus. Also, this is a special year to be on the GB, as it is the first year of the newly structured board.

Being on Governing Board means not only growing as a leader, but also applying your skills by **empowering other students on our campus to create innovative and impactful programming and to further Hillel as an organization***.* It has been an amazing experience for us and we hope you follow in our footsteps in leading the best Hillel and Jewish community in the nation! If you have any questions please reach out to us at anytime. **Go Blue!**

Sincerely,

   Josh Blum, Chair

**General Election Information:**

**Important Dates:**

* Friday, November 10th, 5:00 PM – **All Applications due** to hillelelections2018@umich.edu
* Sunday, November 12th (between 4 PM and 8 PM); Tuesday, November 14th (between 5:30 PM and 8:30 PM); or Wednesday, November 15st (between 5:00 PM and 8:00 PM) - **Applicant Interviews by Election Commission**
* November 22nd - **Ballot Finalized and Campaigning Begins**
* December 3rd, 12:00 AM (midnight) – December 4th, 11:59 PM – **Elections Open (Voting on vote.umich.edu)**
* December 8th from 10:30 AM – 12:30 PM – **Speeches and Q&A in front of Election Commission, Programming Staff, and Graduate Students - GB Positions decided later that day.**

**Election Process:**

* The Undergraduate Governing Board is elected publicly by current U-M students who receive Hillel’s weekly e-newsletter as of November 20th.
* Elections are held on vote.umich.edu during the dates listed above.
* Once the 6 members of the Governing Board have been elected, the positions will be determined by the Election Commission.

**Obtaining the Necessary Signatures**

All applicants must meet with the **current** board member holding the position for which you intend to run, and a Hillel staff member, in order to discuss the role and any questions you might have. The current board member and Hillel staff must “sign off” that you have met and you will bring the signature form to your interview. The signatures can be obtained at the same meeting or you can meet separately with a board member and a staff member.

*\*\*Note: Because of the board restructure, here is a list of who to reach out to in order to obtain a signature for a given position:*

 Interested in Chair: Josh Blum

 Interested in Internal Relations: Mara Cranis

 Interested in Communications: Lauren Reshef or Neil Schwartz

 Interested in Finance: Kendall Coden

 Interested in External Relations: Joe Goldberg or David Adler

 Interested in Major Events: Noah Seligson

\*\*\*The last page of this application contains the signature form.

**The Election Commission**

The Election Commission is comprised of 8 current or former graduating seniors from the Governing Board and the Programming Board. Once you have submitted your application (by emailing your word doc to the Commission at hillelelections2018@umich.edu) and the application deadline has passed, you will be contacted via email about setting up a 30-minute interview with the Election Commission. The Election Commission serves to ensure that the next group of Hillel leaders are elected from the best pool of applicants possible. The Commission takes this responsibility very seriously, and reserves the right to deny an applicant the right to move forward and to have their name included on the election ballot.

**Governing Board (GB): The leaders of the organization**

The Governing Board is comprised of six undergraduate, three graduate, and four community members. The purpose of the Governing Board is to determine Hillel policy and oversee the direction of Hillel as an organization, and uphold its mission, constitution, and bylaws. The Governing Board leads what we call the Leadership Council, which is also comprised of the Hillel programming staff and executive director. The Leadership Council **meets at least once a month** to review initiatives and policies concerning Hillel and the entire Jewish community on campus.

In addition, the six undergraduate Governing Board members are responsible for developing and executing initiatives within their respective positions, meant to further the goals and mission of Michigan Hillel. The undergraduate Governing Board **meets weekly** to discuss Hillel-wide strategies and programs, and individual board members' initiatives. As well, undergraduate Governing Board members **meet weekly** for a one-on-one meeting with their Hillel staff advisor.

Here is a list of the Officer Positions of the Governing Board (as written in the Bylaws):

1. **Chair**: The Chair shall preside at Undergraduate Governing Board and Governing Board meetings and shall have the right to serve as an ex-officio member of all standing committees. The Chair shall see that all orders and resolutions of both the Undergraduate Governing Board and the Governing Board are put into effect and shall have such other powers and duties as may be prescribed by the Undergraduate Governing Board and the Governing Board of these Bylaws including, but not limited to, the power at any time to establish committees to carry out the functions of the Governing Board. The Chair shall lead fundraising efforts of the Governing Board as needed. The Chair shall prescribe such other duties to the other officers of the Governing Board.
2. **Internal Relations Officer**: The Internal Relations Officer shall take on any responsibilities concerning the internal well-being of Hillel, including but not limited to, needs of student organizations; appearance of the building, leadership development, and oversight of Shabbat planning. In the event of the Chair’s absence or inability to perform necessary duties, the Internal Relations Officer shall perform all of the duties of and shall be subject to all the restrictions upon the Chair.
3. **Communications Officer**: The Communications Officer shall record the minutes of all meetings, setting forth the place, date, and hour of the holding; the names of those present at the meeting; and the proceedings thereof. A copy shall also be made available electronically. The Communications Officer shall help with the communication between the Governing Board and student groups; lead the publicity efforts of the Governing Board; and be available to assist student groups with publicity efforts upon request.
4. **Finance Officer**: The Finance Officer shall keep full and accurate account of receipts and disbursements in the books belonging to Hillel. The Finance Officer shall deposit all money and other valuables in the name and to the credit of Hillel with such depositaries as may be designed by the Governing Board; shall disburse the funds of Hillel as may be ordered by the Governing Board; shall render to the Chair and the Governing Board, whenever either requests it, an account of all his or her transactions as Finance Officer and of the financial condition of Hillel; and shall have such other powers and authority incident to the position of Finance Officer.
5. **External Relations Officer**: The External Relations Officer shall manage sponsorship requests from external groups and build connections with other communities on campus.
6. **Major Events Officer:** The Major Events Officer shall organize and plan all large-scale, Hillel-wide events and shall perform such other duties as may be prescribed by the Undergraduate Governing Board. The Major Events Officer shall serve as the chair of the Major Events Committee, comprised of four (4) other University of Michigan students to aid in the planning process of the aforementioned.

**The Governing Board (GB) Application**

**Your Name:**

**Phone Number:**

**Email:**

**Year in School:**

Note: you can expand the text box if your answers require additional space.

1) Why are you interested in serving on the Hillel Governing Board? What do you hope to accomplish while on GB?

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2) For what position do you intend on running if elected through the public election (list of positions above)?

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3) Why do you want to serve in this specific role on GB? What recent experiences have you had that will allow you to be successful in the role?

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4) Pick a second position—why would you want to serve in this specific role on GB? How would you approach working with the person selected to serve in your first choice position?

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5) In your own words, what does it mean to “lead?” How can you incorporate your Judaism and Jewish values into leadership?

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6) Please attach a resume to your application submission email to hillelelections2018@umich.edu. If you do not have a resume, please fill the following space with past leadership, academic, and work experiences along with a few bullet points per experience for explanatory purposes.

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**Next Steps Checklist**

1. Meet with a current member of the Governing Board to discuss the respective positions and to obtain their signature. Below are the current members, positions, and uniqnames:

**Governing Board:**

1. Chair: Joshua Blum (joshblum)
2. Vice Chair: Mara Cranis (mcranis)
3. Treasurer: Kendall Coden (kcoden)
4. Secretary: Lauren Reshef (reshefl)
5. Engagement Coordinator: David Adler (dpadler)
6. Publicity Coordinator: Neil Schwartz (neilschw)
7. External Relations Coordinator: Joe Goldberg (jpgold)
8. Major Events Coordinator: Noah Seligson (nselig)

The Signature form is on the next page. Please bring the signed page to your **interview**!

1. Fill out application and send it to hillelelections2018@umich.edu (with your resume) by **November 10th at 5:00 PM.**
2. You will be called in for a **30-minute interview with the Election Commission,** for which you will sign up, on either Sunday, November 12th (between 4 PM and 8 PM); Tuesday, November 14th (between 5:30 PM and 8:30 PM); or Wednesday, November 15th (between 5:00 PM and 8:00 PM). You will receive an email about specific interview details once the application closes.
3. Elections will be held **December 3rd starting at 12:00am (midnight) - December 4th (ending at 11:59PM) on vote.umich.edu**. You will be notified of the election results by phone a day or two after the elections conclude.

**Signature Page**

(please print this page separately and bring to your *interview* with **correct** signatures)

I ,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(applicant), have met with the current board member and Hillel staff member listed below. Their signatures confirm we have discussed what it means to be a Hillel leader, to serve in this position, and the requirements and responsibilities associated with the role.

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Signature of current board member and date

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Signature of staff member and date

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Signature of applicant