

Pitt Hillel Jewish Student Union Board 2021: outline of roles

Board:

President

- Oversees the day-to-day work of the student board
- Facilitates weekly board meetings with student board
- Acts as student liaison between Hillel JUC staff and Hillel JUC Board of Directors
- Oversees communication and collaboration with outside organizations
- Represents Hillel JUC to the Pitt community
- Assures board productivity and provides critical feedback to board members over performance

Vice President

- Assist the President and take over responsibilities in their absence
- Coordinates all board-led programming
- Responsible for all aspects of program implementation: marketing, logistics, supplies, outreach

Communities Lead (2)

- Fosters relationship with all Hillel JUC community leadership
- Supports community leadership throughout tasks, programs, membership and marketing needs
- Meets with each community on a group or individual basis once per month
- Encourages and provides mentorship to community boards and presidents

Business Manager

- Organizes rooms and bookings with the Pitt SORC
- Manages Hillel JUC board budget with support from Advisor
- **Meet with SGB Liaison, Hillel President and Advisor to begin process for budget requests via university**

Social Media Chair

- Create posts and events on facebook and instagram for any programs held by the board or for communities
- Follows aesthetic of social media pages and **Hillel Design Language**
- Coordinates between all online media sources of the organization (including providing updates for webpage to staff)
- Manage and promote the calendar

Shabbat/Judaism Chair

- Appoints a leader or theme for each shabbat's egalitarian/non-orthodox service
- Confirms shabbat ritual leadership each week
- Responsible for timeliness of shabbat programming
- *Resources: list of prayers, list of people and organizations who have hosted shabbat & prayers in past, Food options, decoration options & set up, sign in, designating staff and student roles.*

Organizational Outreach Chair

- Develops relationships with external student group organizations
- Manages interfaith and intercultural programming
- Discusses programming with board for collaboration between organizations
- Coordinates information between mazeltazzi and CEI interns to make sure coherence between sources
- Meets with Ariel to learn more about fringe communities of Hillel and how we can plan programs for non-regular Hillel students
- Requests and reports on feedback from CEIs to create **user-based programming**
- Keeps up to date on the staff members and absences and lacks in the adult staff of hillel

Staff

- Attend Board meetings and provide support and staff perspective
- Provide access to building for programming and meetings
- Divulge/discuss budgeting information to the board
- Keep other Hillel staff updated on plans and decisions of the board
- Provide materials for all programs and buy supplies requested

General Board Expectations:

- Attend Shabbat whenever possible, if not possible, notify the board at least one day in advance
 - Board members should attend a minimum of 3 Shabbats per month
- Attend at least 3 community events per semester, and support and guide Hillel communities
- Attend all board meetings and be prepared to share updates and progress on ongoing projects
 - The absence of any board meeting requires that the absent member is responsible for meeting with the president and reviewing information from the meeting
 - Missing two meetings per semester requires a talk with staff and president
 - Missing four meetings per semester will result in penalties regarding board position
- Support other board members and consider other board members' ideas with an open mind
- Utilize personal networks to improve attendance at Board programming
- Stay up to date with Hillel activities and missions as well as those of the communities
- Attend board programming whenever possible, especially if participating in the planning of said event

AT the Beginning of Semester:

- Have Dan come in to speak about Board Role
- Engagement training
- Plan a retreat with CMU & Pitt Board
- Calendering

- Budget at the beginning of semester and end of year
- Improv at the beginning of the year!