

Full Hillel Board Description and Expectations

The following are minimum responsibilities for each position on the full Hillel board. This document contains the minimum amount of work that is expected from you while in your position.

We at Hillel understand that this is a volunteer position and that you are a full time student. What is written are minimum expectations. We are a team and a student-lead, student-driven organization that should work closely together, as well as support and encourage each other. While fulfilling your responsibilities as a member of the Hillel Student Leadership Board, you will receive invaluable leadership and professional development opportunities and grow intellectually and spiritually.

Red = Executive Board Position

Blue = Full Board Position

President of Hillel at Virginia Tech

- 1) Shall be the presiding officer at all Executive and Hillel Board meetings.
- 2) May call a special meeting at his or her discretion.
- 3) Plan and facilitate one leadership development retreat for board per semester.
- 4) Shall serve as the official representative of Hillel at Virginia Tech.
- 5) Shall help keep officers motivated and provide feedback.
- 6) Shall attend or appoint a Hillel member to attend Board of Directors meetings.
- 7) Shall act as intermediary, especially to seek to resolve differences between two or more conflicting officers.
- 8) Shall have final authority in interpreting this Constitution, however, may be overruled by a 2/3 majority vote of the Executive Board.

Executive Vice President of Hillel at Virginia Tech

- (1) Oversee room reservations on campus, and update Gobbler Connect.
- (2) Attend at least one committee meeting per semester for each committee.
- (3) Be responsible for sending weekly reports from officers to the president.
- (4) Execute responsibilities necessary as said by president.

Vice President of Tzedek

- (1) Shall oversee the chairpersons of the Board and serve as intermediary for these members.
- (2) Shall make sure Hillel programs are chaired and executed.
- (3) Shall help keep committees and chairpersons motivated and provide feedback.
- (4) Shall be aware of all affairs of the committees related to tzedek.
- (5) May call meetings of the chairpersons of the Board at his or her discretion.
- (6) Shall be responsible for any tasks assigned to her or him by the President
- (7) Shall be responsible for all events and activities related to philanthropic endeavors.
- (8) Shall be responsible to notify the Board of planned events at appropriate time.
- (9) Meet once a week with committee.

Tzedek Committee

- (1) Work with the Officer of Tzedek to accomplish philanthropic endeavors

Vice President of Culture and Traditions

- 1) Shall oversee the chairpersons of the board and serve as intermediary for these members.
- 2) Shall make sure Hillel programs are chaired and executed.
- 3) Shall help keep committees and chairpersons motivated and provide feedback.
- 4) Shall be aware of all affairs of the committees related to religion and holidays.

- 5) May call meetings of the chairpersons of the Board at his or her discretion.
- 6) Shall be responsible for any tasks assigned to her or him by the President.
- 7) Shall act as a committee member on all committees to ensure Judaism remains an active part in all events and activities.
- 8) Shall be responsible to have a leader for every Shabbat and Havdalah service.
- 9) Meet once a week with committee.

Shabbat Crew

- (1) Attend full board meetings
- (2) Attend committee meetings once per week, or as deemed necessary by Officer of Culture and Tradition
- (3) Prepare, plan and execute Shabbat dinner for all Shabbats.
- (4) Work with the Kitchen Staff to create exciting menus and themes.
- (5) Ensure challah, wine, siddurs, and Shabbat candles are at every Shabbat.
- (6) Commit at least 2 hours to help with at least one Hillel fundraiser a semester
-Example: Phone-a-thon
- (7) Record details of each Shabbat with evaluation forms electronically or in a “Shabbat binder.”
- (8) Try to reach more students to get involved with Shabbat: cooking, services, set up, etc.

Holiday Chair

- (1) Attend a full board meetings
- (2) Attend committee meetings once a week, or as deemed necessary by VP
- (3) Coordinate events for Jewish holidays, small and large depending on the holiday. Use past precedents, Hillel resources, and your own creativity.
-Rosh Hashanah, Yom Kippur and Passover require attention well in advance.
-Hillel has a Sukkah to be set up on the Drillfield. Reservations are through Event Planning
- (4) Commit at least two hours to help with at least one Hillel fundraiser a semester -Example:
Phone-a-thon
- (5) Document each event with a thorough evaluation form electronically or in a “Holiday binder”

Vice President of Finance

- 1) Shall receive all moneys payable to the organization and make all payments for the organization that are approved by the President
- 2) Shall be responsible for all funds of this organization.
- 3) Shall submit a statement of receipts and reimbursements at every Board meeting or upon request of the Board.

- 4) Shall make entries and proper books of accounts of all money received and paid by the organization.
- 5) Shall prepare an organization budget to be approved by the Executive Board and Advisor. A simple majority vote of the Executive Board will be required.
- 6) Shall head an allocation committee and meet with said committee in order to plan the budget and allocate funds at his or her discretion.
- 7) Shall be responsible to plan and implement fundraising opportunities with Grant Writer.
- 8) Shall be responsible for any task assigned by him or her by the President.
- 9) Meet once a week with committee.

Finance Committee

- (1) Work with the Officer of Finance to maintain Hillel at Virginia Tech's finances.

Vice President of Administration

- (1) Shall record and keep accurate records of the minutes of all regular and special meetings of Virginia Tech Hillel.
- (2) Shall distribute said minutes to the Board within 48 hours of the meeting.
- (3) Shall keep and file all official reports
- (4) Shall be custodian of all official written communications
- (5) Shall be responsible of notifying all members of Hillel of events, activities, and services through email.
- (6) Shall be responsible for any tasks assigned to her or him by the President
- (7) Meet once a week with committee.

Public Relations Chair

- (1) Attend full board meetings
- (2) Attend committee meeting
- (3) Responsible for meeting with coordinators of events to design advertisements and print marketing materials
- (4) Document each flyer and marketing material printed and the accompanying transactions by organizing and writing details down in the PR binder

Marketing Chair

- (1) Attend full board meetings
- (2) Attend committee meeting
- (3) Responsible for making any appropriate arrangements for publicity within the larger student body and Blacksburg community, including publicity through press releases to local newspapers, downtown businesses and website listings
-Example: contacting the Roanoke Times or Collegiate Times
- (4) Commit at least 2 hours to help with at least one Hillel fundraiser a semester
-Example: Phone-a-thon
- (5) Document each marketing initiative by organizing and writing down all necessary actions, including examples of articles, in Marketing binder

Vice President of Community Outreach

- 1) Responsible for communication with other Virginia Tech groups.
- 2) Responsible for sustaining relationships internally and externally.
- 3) Meet once a week with committee.

SGA Liason

- (1) Attend all scheduled full board meetings
- (2) Attend at least 2 executive board meetings per month
- (3) Represent Hillel at all SGA meetings
- (4) Report sufficiently to the full board in a timely manner about SGA updates
- (5) Be the point of contact between SGA and Hillel
- (6) Volunteer to help setup, run and/or cleanup at least two Hillel events per semester with any committee
-This does not include Shabbat dinners
- (7) Ensure that sufficient documentation and support is offered to event coordinator you are assisting Fill out evaluation forms for each event you volunteer to help with and return the evaluation form to the event coordinator
- (8) Commit at least two hours to at least one Hillel fundraiser per semester
-Example: Phon-a-thon

JSU Liaison

- (1) Attend all scheduled full board meetings
- (2) Attend at least 2 executive board meetings per month
- (3) Represent Hillel at all JSU meetings
- (4) Report sufficiently to the full board in a timely manner about JSU updates
- (5) Be the point of contact between JSU and Hillel
- (6) Volunteer to help setup, run and/or cleanup at least two Hillel events per semester with any committee
-This does not include Shabbat dinners
- (7) Ensure that sufficient documentation and support is offered to event coordinator you are assisting Fill out evaluation forms for each event you volunteer to help with and return the evaluation form to the event coordinator
- (8) Commit at least two hours to at least one Hillel fundraiser per semester
-Example: Phon-a-thon

Corps of Cadets Liaison

- (1) Attend all scheduled full board meetings
- (2) Attend at least 2 executive board meetings per month
- (3) Represent Hillel at all Corps of Cadets meetings
- (4) Report sufficiently to the full board in a timely manner about Corps of Cadets updates

- (5) Be the point of contact between Corps of Cadets and Hillel
- (6) Volunteer to help setup, run and/or cleanup at least two Hillel events per semester with any committee
 - This does not include Shabbat dinners
- (7) Ensure that sufficient documentation and support is offered to event coordinator you are assisting Fill out evaluation forms for each event you volunteer to help with and return the evaluation form to the event coordinator
- (8) Commit at least two hours to at least one Hillel fundraiser per semester
 - Example: Phon-a-thon

AEPi Liason

- (1) Attend all scheduled full board meetings
- (2) Attend at least 2 executive board meetings per month
- (3) Volunteer to help setup, run and/or cleanup at least two Hillel events per semester
 - Shabbat Dinners are not included in the two required events
- (4) Fill out evaluation forms for each event you volunteer to help with and return the evaluation form to the event coordinator
- (5) Be the point of contact between Hillel and AEPi
 - This includes informing both groups of scheduled events to recruit attendance, spread awareness, and limit overlap
- (6) Commit at least two hours to at least one Hillel fundraiser per semester -Example: Phon-a-thon

Hospitality Chair

- (1) Attend all scheduled full board meetings
- (2) Attend at least 2 executive board meetings per month
- (3) Work to create an inclusive community at Hillel at Virginia Tech
- (4) Welcome new members and greet people at the door. Make them feel welcome at Hillel at Virginia Tech events
- (5) Volunteer to help setup, run and/or cleanup at least two Hillel events per semester with any committee
 - This does not include Shabbat dinners
- (6) Ensure that sufficient documentation and support is offered to event coordinator you are assisting Fill out evaluation forms for each event you volunteer to help with and return the evaluation form to the event coordinator
- (7) Commit at least two hours to at least one Hillel fundraiser per semester
 - Example: Phon-a-thon

Member(s)-At-Large

- 1) There can be up to two members allowed to hold this position at one time.
- 2) They are responsible for addressing any concerns presented by the board.
- 3) They are to help Board members with any assignment upon request.
- 4) They shall be responsible for any task assigned to them by the President.

Vice President of Programming

- (1) Attend every scheduled meeting.
- (2) Format a semester or yearly programming outline highlighting how programs relate and expand
- (3) Setup a Programming budget to be approved by Finance Committee
- (4) Develop and implement two program initiatives on campus per semester
- (5) Meet once a week.

Concert Chair

- (1) Attend full board meetings
- (2) Attend committee meetings
- (3) Coordinate and run Daniel Pearl Music Day
- (4) -This includes contacting agents, preparing a budget presentation, visiting Student Budget Board if necessary, securing co-sponsorships and facilitating a marketing campaign
- (5) Commit at least 2 hours to help with at least one Hillel fundraiser a semester (Example: Phone-a-thon)
- (6) Document each event with a thorough evaluation form and update the Concert binder

Leadership Chair

- (1) Attend full board meetings
- (2) Attend committee meetings
- (3) Coordinate and run the annual leadership dinner in the Fall semester
-This includes developing a theme, preparing a budget presentation, visiting Student Budget Board if necessary, securing co-sponsorships and facilitating a marketing campaign
- (4) Commit at least 2 hours to help with at least one Hillel fundraiser a semester
-Example: Phone-a-thon
- (5) Document each event with a thorough evaluation form and update the Leadership binder

First Year Students of Hillel (FYSH) Chair

- (1) Attend all full board meetings
- (2) Attend committee meeting
- (3) Coordinate and run one event per week during the first month of classes
- (4) Coordinate and run one event per month after the first month of classes
- (5) Coordinate and run a new student engagement/orientation program before classes start -Example: FreshFest
- (6) Commit at least 2 hours to help with at least one Hillel fundraiser a semester

-Example: Phone-a-thon

(7) Document each event with a thorough evaluation form and update the FYSH binder

Rosh Chodesh Chair (Women's events)

(1) Attend full board meetings

(2) Attend committee meeting

(3) Responsible for planning and executing one women's event per month

-Examples: Pottery painting event, movie screening

(4) Commit at least 2 hours to help with at least one Hillel fundraiser a semester

-Example: Phone-a-thon

(5) Document each event with a thorough evaluation form and update the Rosh Chodesh binder