

RESPONSIBILITIES OF HILLEL'S ELECTED POSITIONS

Hillel President (University of Manitoba/ University of Winnipeg (2))

- Acts as the chief spokesperson for Hillel and oversees all Hillel programs
- The President shall call and preside at all meetings of the student board.
- Establishes new relations and maintaining existing relations between Hillel and all external organizations
- Reports to the University Student Unions all information as required by our status as a USU ratified club,
- Represents Hillel at all functions required by the Winnipeg Jewish Federation, the University Student Unions and the University
- Represent the local Hillel on the Canadian Federation of Jewish Student Congress
- Oversees the Executive in their duties and delegates responsibility to Executive officers
- Chairs all executive and board meetings
- The President shall be able to appoint members to assume duties and powers as seen fit.
- Will oversee membership and place priority on increasing it

Vice-President (University of Manitoba/ University of Winnipeg (2))

- The VP shall assume the duties of the President in the temporary absence of the President
- The VP shall assume all duties and powers as the President shall delegate
- The VP shall provide aid to any member with ideas for programming or events
- The VP shall ensure that a diverse schedule of religious, cultural, social action, and social programming and events are available to the Jewish Community at the University of Manitoba, or University of Winnipeg
- The VP shall assist all chairs with programming

Med-School Representative

- Act as the Liaison between the board and the Bannatyne Campus
- Attend all meeting of the Executive

Red River College Representative

- Act as the Liaison between the board and the Red River College
- Attend all meeting of the Executive

Israel Affairs Chair

- Will strive to educate themselves, the JSA membership and the Winnipeg community concerning Israel
- Will strive to maintain a positive attitude towards Israel on campus
- Will be responsible for Israel Days on Campus and planning one Israel Advocacy program per term
- Will correspond with the Shaliach, staff and/or members from Winnipeg Zionist Initiative to promote all community based Israel Affairs Programs

Tzedek Hillel (Social Action) Chair

- Plan and organize Hillel participation in volunteer programs with non-profit organizations both inside and external to Winnipeg
- Plan and organize events to enhance the social consciousness of all members and the Jewish value of Tikkun Olam
- Plan at least one program per term
- Attend all meetings of the Executive

Shabbat Dinners Coordinator

- Plan, organize, advertise and implement all Dinners that are planned by Hillel
- Organize Annual Interfaith Shabbat Dinner
- Attend all meetings of the Executive

Holocaust Awareness & Anti-Semitism Chair

- Commemorate Kristallnacht and the Holocaust with respectful and honorable ceremonies
- Educate members, Jewish students and the University Community of the events prior to and during Holocaust Awareness week
- Educate members, Jewish students and the University Community to Anti-Semitic incidents and individuals, past and present
- Eyes and ears on campus regarding anti-Semitism, or anti-Israel regard
- Acts as a Liaison between Hillel and B'nai B'rith
- Attend all meetings of the Executive

Social Chair

- Devise, plan, organize, advertise and implement activities and programs relating to social and recreational activities
- Will form social committee(s) and facilitate its meetings
- Responsible for regular programs that include alcohol as well as alcohol free programming
- Will plan at least one fundraising event
- Will plan at least one program per month

- Will help to plan 1st year event
- Specific programs: Glow bowl, Lazer tag, Purim Social, New Years Social, Mystery trip, bingo, semi-formal, scavenger hunt
- Attend all meetings of the Executive

Cultural & Religious Chair

- Devise, plan, organize, advertise and implement activities and programs relating to all cultural and religious aspects of Judaism
- Create programs available for all members to attend for each Jewish holiday during the academic year
- Specific programs: Rosh Hashanah tables, Chanukah tables, Sukkot program and tables, help out with Passover Seder.
- Attend all meetings of the Executive

Membership Coordinator (University of Manitoba & University of Winnipeg)

- To take on the major role of membership
- To oversee the growth of Hillel Membership
- Organize a Hillel table during Membership weeks
- Ensure the collection, accuracy and entering of all membership forms into an electronic database throughout the year
- Establish a Hillel presence in Residences prior to the fall elections
- Ensure the registering of guests at Hillel dinners, and of collecting money during and following the dinners/ or events
- Attend all meetings of the Executive

Secretary

- The secretary shall record minutes at Student Board meetings.
- The secretary shall collate the minutes for public perusal and posterity
- The Secretary shall publish a monthly calendar for distribution
- The Secretary will work with the Membership Chairs and Media Chair as seen fit

Woman's programming Chair

- Will be responsible for creating programs aimed at women with a focus on Judaism
- Will promote programs on and off campus
- Will be responsible for monthly programs
- Responsible for securing co-sponsorship with groups on and off campus
- Liaison with Women's Centers and the University LGBT groups
- Attend all meetings of the Executive
- Responsible for continuity of following years grant proposals

Treasurer

- Will be responsible of the yearly budget
- Will help staff with grant applications and such
- Attend all meetings of the Executive

1st Year Representative (2 positions U of M & U of W)

- Will be responsible for working with the Social Chair to create programming aimed at 1st year students
- Will promote and advertise programs to 1st year students
- Will help with membership drive ideas and implementation of programs

Media and Communication Chair

- This person will have to demonstrate knowledge on web design (ie. HTML, JavaScript, PHP, etc.) and/or graphic design **[Not all of this are required]**
- Will create a JSA website
- Maintain the accuracy of all information that is present on the official Hillel website
- Update the information on the website in reasonable advance time of any program
- Will help with the design of poster for upcoming events
- Will send weekly emails (if needed) of upcoming programs or any other community announcement
- Attend all meetings of the Executive