# **Application for YJA Executive Board**

Position: Co-Chair

Name:

Email:

City, State:

Phone Number:

Date of Birth, Age:

Times Available for Interviewing (ex. Mon evenings):

## Instructions

1. Applications are due **Friday, July 24th at 11:59 PM PST.**
   1. Complete this application, incl. the associated work product - help us get to know you!
   2. Check your eligibility for the position at [yja.org/elections](https://yja.org/elections).
   3. You can apply to more than one position. For a list of positions and their descriptions, see [yja.org/elections](https://yja.org/elections).
2. Submit **all parts** of your application by using the *Submit Application* button at [yja.org/elections](http://yja.org/elections):
   1. Written application (Word Document), file name “NAME – Co-Chair Application”
   2. Resume (PDF), file name “NAME – Resume”.
      1. If you are in high school or college and do not currently have a resume, please email [elections@yja.org](mailto:elections@yja.org) for instructions on what to submit instead!
   3. Work product - please see instructions in the application.

## Next Steps

1. If selected for an interview, we’ll contact you by **email** to schedule it anytime between when you submit your application and August 15. Please respond promptly! Interviews may take place on a rolling basis, so we HIGHLY encourage you to submit as soon as your application is completed!
2. If you have **any** questions or concerns along the way, please don’t hesitate to email us at [elections@yja.org](mailto:elections@yja.org). Have fun and good luck - we can’t wait to hear from you!

*All the information in this application is true to the best of my knowledge. If I am offered a position on the YJA Executive Board and accept it, I will fulfill the duties of that position to the best of my ability!*

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Signature (sign or type your name) Date

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## Application

Please limit each answer to no more than 200 words, unless otherwise noted

1. Why did you get involved in YJA, and why have you stayed involved? Why have you decided to run for Co-Chair this year?
2. Particularly after having served on a YJA Executive Board, what do you see as YJA’s biggest weakness or shortcoming? As a Co-Chair, what solutions would you implement to solve this issue?
3. What do you think is YJA’s greatest strength and/or success? How would you continue to build and sustain it? Please be specific.
4. Describe how you plan on sustaining and growing existing YJA projects including, but not limited to, YJA Project Teams, Young Minds, and YJA Pathshala.
5. As a Co-Chair, you will have to ensure your Board maintains the strong relationships that YJA has established with Jain communities and sanghs, JAINA leadership, YJA alumni, YJA donors, and the Long Range Planning (LRP) Committee. Please offer specific ways that you will continue to grow these relationships.
6. A Co-Chair has to be able to calmly and maturely handle any issues that come up, whether that’s a Board member not completing their tasks or a parent disagreeing with YJA’s approach in a given situation. During your previous term on the YJA Board or through a non-YJA-related experience, describe a tough incident involving conflict or negative feedback, either with another Board member or with an outside individual or group (parent, vendor, etc.) How did you handle the situation then, and what would you do differently now?
7. What are the most important aspects to consider when building and managing a team? What kind of Board organizational culture – the atmosphere, vibe, and general feel of your team – do you want to build, and how do you plan to achieve it?
8. Co-Chairs have to balance competing responsibilities, both within their role in the organization as well as with their personal and professional lives. How do you juggle multiple responsibilities and manage high-levels of stress on a daily basis? What steps do you take to keep yourself organized, and what areas for improvement do you have for yourself in this regard?
9. Many times, Executive Board members can become busy, demotivated, or unreliable during the year, often due to unforeseen circumstances. As a Co-Chair, how would you re-engage your Board members, and what steps would you take to ensure that they continue to be productive?
10. As a Co-Chair, Board members have to be able to come to you to talk about anything – everything from YJA to work and school to personal issues could come up. What will you do to make sure that your Board members feel comfortable approaching you in these moments?
11. Please list your other commitments for the 2020-2021 year.

**OPTIONAL:** If there is anything else you would like us to know about your background with Jainism, Jain communities, or Jain-related activities you have participated in, please write it below. Your application will not be negatively affected if you do not answer!

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## Work Product

### Background

Being a Co-Chair is not just about making sure that YJA continues to do what it has always done. As a Co-Chair, you’ll have the opportunity to set a vision and goals for how your Board’s work will have a long-lasting impact on the organization, on Jain youth, and on Jainism in North America.

### Task

Imagine yourself this time next year; what would you want to be able to say about your term as Co-Chair? What would you want YJA, and your Board members, to have achieved? What legacies do you want to leave? Tell us about 5 things you would want to walk away from your board year having accomplished, and give a brief background on why they are important to you.

**Submit your goals (1 page or less, Word or PDF) and name the file “NAME – Co-Chair Work Product”.**

If you have ***any***questions, difficulties, or confusion, **please don’t hesitate** to email us at [elections@yja.org](mailto:elections@yja.org)! We’re happy to help!

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## Position Description

**The primary duties of the Co-Chairs shall include, but not be limited to:**

1. Being the official spokespersons for the Organization;
2. Promoting the Mission and Objectives of the Organization;
3. Providing leadership and overall direction of the Organization;
4. Establishing, in conjunction with the Directors, Regional Coordinators, and Board of Trustees, goals for the Organization for the year;
5. Executing the set-forth goals;
6. Appointing, as needed, a Committee (as defined in Article XII “Committees") to accomplish specific goals and designate its Chair(s);
7. Informing the Board of Trustees and JAINA Executive Committee once every two (2) months of the Organization’s recent events, current activities, and planned events;
8. Leading the Organization’s Executive Board meetings; and
9. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

## Eligibility Requirements

1. Are on the current Executive Board; OR
2. Have served at least one prior full term on the Executive Board as detailed above; OR
3. Have served as YJA Convention Co-Chair.

Additionally, to be eligible to run you must not turn 30 years of age until after September 15, 2021.

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## FAQ and Tips

**Q: Can I apply for more than one position?**A: Yes, you can apply for more than one position! You must submit a separate application for each position you are interested in. During your interview, we may ask you for your order of preference among the positions you applied for.

**Q: What if I’ve never been involved with YJA? What if I’ve never been to pathshala? What if I come from a small town where we have no Jain temple, or no Jain center?**A: There is no “required” background with Jainism to be on the Executive Board. It doesn’t matter if you’re from a big city or a small town, if you’ve been to every convention or if you just started learning more about Jainism this past year - we’re looking for enthusiastic, hard-working people who are excited about helping connect Jain youth across the country, period. If that’s you, apply!

**Q: What if I don't live near a Jain community, sangh or temple?**

A: No problem! Board members have lived all over the country - sometimes even working from abroad! - without any issue. It is important to us to have the perspective of Jain youth in all different situations, including those who do not have easy access to a Jain community.

**Q: What if I’ve never held a position like this before?**A: Again, there is no “required” set of experiences to be a good fit for the Executive Board - our current board has graduate students, working professionals from various industries, college, and even high school students! We want to hear about the skills and interests you have, but there are also many that we can teach you! When thinking about what you want to apply for, look for the position description that is a good fit with both your background and your interests.

**Q: What is a work product?**A: The work product is an example of something that the Board member holding that position does as a part of their day-to-day YJA responsibilities. Seeing a work product helps us better understand your working style, and what you might create or do if you were in that position on the YJA Board. Work products will be looked at in the context of your application and background, so again, don’t worry if you’ve never done something like this before! Just follow the instructions and do your best.

**Q: Why are you asking for a resume?**A: We’ve found that involvement with Jainism is not the only thing that helps us as Executive Board members - we all use skills and experiences from school, internships, and work, as well! Seeing your resume gives us a quick look into this background. No need to modify, just send us your existing resume as-is. Again, if you are in high school or college and don’t have one yet, email us at [elections@yja.org](mailto:elections@yja.org)! This will not negatively affect your application.

**Q: Should I talk about my activities or work experience extensively in my application?**A: No need to rehash your resume in your application - use examples as appropriate, but make sure you’re actually answering the questions and helping us learn more about you!

**Q: Any other tips for application writing?**A: Stick to the word limits - less is more! Proofread your application - typos, grammar and spelling mistakes all make it more difficult to understand what you're trying to convey.