# **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 **Sunday, July 25th 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

## 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. Through your experience with the organization, what are some of YJA’s current high-level and discrete strengths and weaknesses? How do you see yourself building on those strengths and improving upon those weaknesses as Co-Chair? (No more than 250 words)
3. Over the years, YJA has expanded and introduced many new projects and events. How would you go about determining whether an initiative needs to be scrapped, revamped, or reevaluated? If you determine an initiative needs to be put on hold, how would you go about doing this?
4. What are the most important aspects to consider when building and managing a team? What kind of Board culture – atmosphere, vibe, and general feel of your team – do you want to build, and how will you plan to achieve it?
5. A Co-Chair has to be able to calmly and maturely handle any issues that come up over the course of the year. During a previous term on the YJA Board or through a non-YJA experience, describe a time when you received negative feedback or were involved in a conflict with another Board member or an external party (parent, vendor, etc.). How did you handle the situation then, and what would you do differently now?
6. 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 in situations like this, and how would you ensure that they continue to be productive?
7. 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?
8. As Co-Chair, you will have to make difficult decisions on behalf of the organization, sometimes without unanimous agreement amongst your team. What would you prioritize when reconciling differing views, and what steps would you take to come to a decision, while also ensuring that each perspective is heard and respected?
9. Throughout the year, Co-Chairs are frequently approached by external organizations with a variety of interests, looking for collaboration opportunities or seeking help/endorsement from YJA. What considerations do you think through in deciding whether YJA should collaborate, endorse, or offer help to these other organizations, and how would you navigate relationships with them?
10. As a Co-Chair, you will have to ensure your Board maintains the strong relationships that YJA has established with Jain Centers, 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.
11. Please list your other commitments for the 2021-2022 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. It is also about thinking critically about the fundamental challenges the organization faces and brainstorming ways to improve upon them. As a Co-Chair, one of your roles will be to guide your Board in ameliorating these challenges in creative ways.

### Task

What fundamental challenges do you see within YJA today, and what steps would you want to take to mitigate these issues and make the organization more sustainable over the long-term? Provide 3 distinct challenges you would want to improve upon and describe how you would address them and why you believe addressing these challenges is important to serving YJA’s interests. Feel free to discuss any aspect of the organization that you believe is important to address.

**Submit this task (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, 2022.

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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.