

1

Get Prepared

Clean Data Makes for a Smooth Election

- ▶ Ensure the last Weekend's Ezra Data is Uploaded
KairosMessenger>Program>Weekends>Weekend History
- ▶ "Active" status is temporarily extended to 36 months
- ▶ Manually marking records as "Active" only last until next data upload (nationwide)

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Get Prepared


Use the "Missing Info" Report to organize a data clean up effort

NEW: Reporting Tool for Quick Clean Up

- ▶ Print the list and work it as a group
- ▶ Only the Secretary and Data Coordinator can make changes
- ▶ The current Weekend Leader must make the changes in Ezra (Data Coordinator or Ezra Angel can assist)
 - » If not done the next upload overwrites the changes with the old data

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Get Prepared

Volunteers > Volunteer List


NEW:
Reporting
Tool for Quick
Clean Up

NEW




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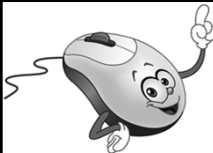
Get Prepared

Identify
Missing and
Incorrect
Information



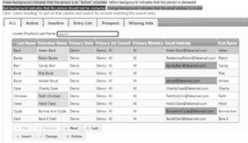
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Be Prepared


Update
Volunteer
Records



- Double click row or select row and click [Change] button
- Do Not Delete Records, you may delete history


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Be Prepared


Update Volunteer Records



- Multiple Tabs Organizes Information
- Contact Information is Most Important

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Advisory Council Facts

- **“Active”** community of volunteers nominate and elect members
- 14 required positions
- May have optional positions
- Members elected to 3-year term
- Members elected to seat on council not a specific position

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Advisory Council Facts

- Members may be re-elected for a 2nd 3-year term
- Chair requires 1 year on Council before serving
- Chair can only serve 3 consecutive years

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Advisory Council Facts

- Elected Members vote on positions
- Positions are for a 1 year
- Each year someone can hold a different position
- See Advisory Council Operating Procedures for All Election Regulations
- Elections must be completed by December 1st
- Elections must be entered into KairosMessenger by December 31st


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Election Composition

3 years make up the current Advisory Council

1/3 of the members (4-5 volunteers) are elected each year



1/3 of the members complete their 3-year term each year

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4 Steps of the Election Process

Organization>Elections>Advisory Council

- 1** Nomination & Voting
 Vote
- 2** Record Positions
- 3** Send Notifications
- 4** Print Roster

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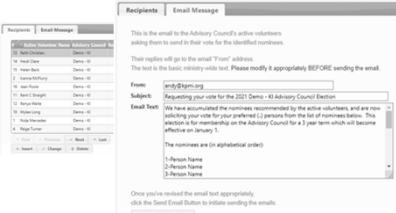
1
Nomination & Voting

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

Vote

Nominations and Voting for Advisory Council Membership



Email Election Vote

- Automatic email list creation
- Update and Send Email (nominees, cutoff date)

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1
Nomination & Voting

Elections must be completed by December 1st


Elections must be entered into KairosMessenger by December 31st

Vote

Nominations and Voting for Advisory Council Membership

Once election is complete all Advisory Council members vote for positions

- Done in meeting
- Term for position is 1 year



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2
Record Positions

Record Position Elections

Record and Review Annual Advisory Council Elections
The current Advisory Council secretary can track, summarize, and record annual elections to the Advisory Council positions. You can also print a roster of your Advisory Council's members and positions.

What's Different? Recording Elections is simpler now, click to see what's different

Enter Election Year: **Must Enter Year and DMB Before Recording or Emailing**

1. Nominations and Voting for Advisory Council Membership
Send Email request for nominations to the Advisory Council and then to vote for the Nominees.
Print Election History
Email Nomination Request
Email Election Vote

2. Record Position Elections
Record the position election results.
Positions Election
Replace a person during their year
Replace a Person If someone resigns during their year

Must enter year for button to be available

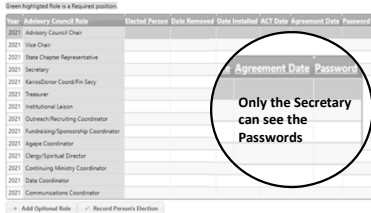
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Record Positions

Record Position Elections



- Double click the position's row or highlight it and click the [Record Person's Election] button.
- [Add Optional Role] for nonstandard positions


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Record Positions

Record Position Elections



- Select member from list
- Do Not Enter Removed/Installed Date
- Agreement Date = Affiliation Agreement - Done Annually
- Password Automatically Created on Save

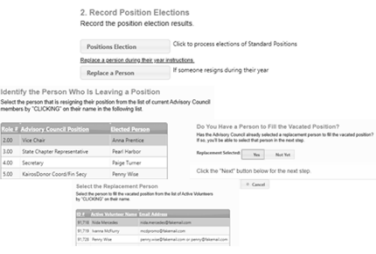
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Record Positions

Replace Someone Who Resigns




- Wizard will walk you through step-by-step
- Send Notification to Single Role

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**Send
Notifications**



Notification of Elections


3. Notification of Elections
Send email notification of the elections AND any changes in elections.

Send Election Results to Volunteers
Send Election Results

Send Election Results
Includes Job Description and login password

1. Email Results to Active Volunteers
2. Email Logins and Job Descriptions Members
 - All Roles or
 - Selected Role


- ✓ Both Automatic email list creation
- ✓ Both Automatic population of information

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**Print
Roster**




Advisory Council Roster

4. Advisory Council Roster
After you have recorded the elections, you can create a report of your Advisory Council members and roles

Print Election History
Print History of Elections


Print Advisory Council Roster
List of Roles and Elected Persons

Print State Chapter
State Chapter Committee



Email Logins and Job Descriptions Members


- All Roles or Selected Role
- Automatic email list creation
- Auto populates information

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**Print
Roster**



Advisory Council Roster



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Learn More

Advisory Council Operating Procedure (ACOP): <http://www.mykairos.org/docs/ac/acop.pdf>
Election Tutorials: <http://www.mykairos.org/Election.html>
Kairos Ezra Information: <https://kairosezra.com/>
KairosMessenger: www.kairosmessenger.org
KairosMessenger Support email: kairosmessenger@mykairos.org

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