

Kairos Prison Ministry International, Inc.  
**Kairos Prison Ministry**  
 Changing Hearts, Transforming Lives, Impacting the World  
 KairosMessenger


Welcome to KairosMessenger  
 Please Log In!

The KairosMessenger system provides valuable ministry management insight into the operations of the Kairos Prison Ministry. Only persons who are elected to certain approved ministry roles at the Advisory Council or State Chapter Committee level are authorized to access the system.

If you have questions, check out the Tutorial and Support buttons above.

# KAIROSMESSENGER

## ELECTION MANAGEMENT FOR ADVISORY COUNCIL SECRETARIES




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### Housekeeping Items

- My name is Andy Perry and I am the Executive Administrative Assistant and the support person for KairosMessenger
- **We will start at 5 minutes after to allow other to join**
- Please remain muted during the presentation and hold questions until the end
- This presentation will be about an hour and a half



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## Objectives

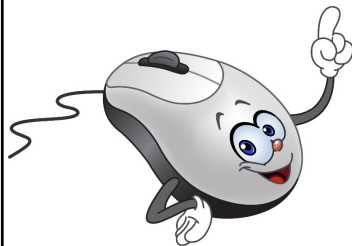
In this training you will learn how to:

- Clean up and maintain volunteer data
- Understand the Election Eligibility Report to determine vacancies
- Use KairosMessenger to request nominations and votes
- Enter elections into KairosMessenger
- Send emails to the community
- Send emails to elected members with job descriptions and logins
- Print the roster
- Maintain the elections throughout the year



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Clean Data  
Makes for a  
Smooth  
Election

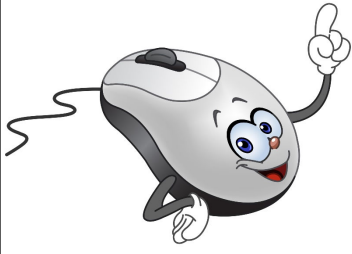
## Get Prepared

- Ensure the last Weekend's Ezra Data is Uploaded as the Leader Report  
[KairosMessenger>Program>Weekends>Leader Reports](#)
- **NOTE:** "Active" status is currently 6 years



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# Get Prepared

## Reporting Tool for Quick Clean Up

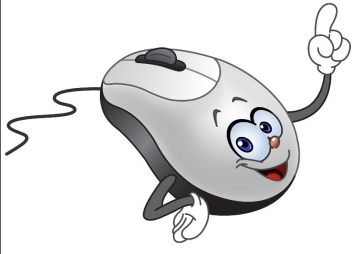
Use the “Missing Info” Report to organize a data clean up effort

- Print the report and work it as a group
- Only the Secretary and Data Coordinator can make changes to volunteer records in KairosMessenger



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# Get Prepared

## Volunteers > Volunteer List

## Reporting Tool for Quick Clean Up

ALL | Active | Inactive | Entry List | Prospect | Missing Info

**Bad/Missing Contact Information**

A Volunteer's contact information is VERY important. Missing or bad information can result in duplicate or missing volunteers. By selecting the kind of contact information for you to review below, you can then print the "Missing/Bad Info" to identify the entries needing cleanup. Note that an email flagged as "Bad" means the email is being rejected - most likely because the email account is closed or there is an error in the address.

**Select the entries you want to include:**

Bad/Missing Email:

Bad/Missing Cell Phone:

Bad/Missing Home Phone:

Bad/Missing Home Address:

Missing Demographics:


Not Interested/Not Serving:

**Exclude the following:**

Not Interested/Not Serving:

[Print Missing/Bad Info](#)

[Print Volunteer List](#)



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## Identify Missing and Incorrect Information

**Requested Items for Print**

- ✓ Bad/Missing Email
- ✓ Missing Cell Phone
- ✓ Missing Home Phone
- ✓ Missing Home Address
- ✓ Missing Demographics

**KairosMessenger** 2/15/2023  
**Bad/Missing Contact Information** 4

Advisory Council	Volunteer Name	Bad Email	No Call	No Home Phone	No Address	Demographics	Email Address Home Address	Bad Email Address	Cell Phone Home Phone
Demo - KI	Kent C Straight	Y	Y				peepers@DrKentCStraight.biz 999 Vista Way Somewhere, NV		555-373-3223
Demo - KI	Paige Turner	Y	Y	Y	Y	Y			
Demo - KI	Kenya Waite	Y	Y	Y	Y	Y	kenyawait@fakemail.com		555-433-2145
Demo - KI	Bee A Ware	Y	Y	Y			BeeAWare@fakemail.com 1 Trecherous Ln Somewhere, NV		
Demo - KI	Penny Wise	Y	Y	Y	Y	Y	penny.wise@fakemail.com or penny@fakemail.com		
Demo - KI	Eileen Wright	Y	Y	Y	Y	Y	1 Crooked Lane Somewhere, NV 89137		

**Summary:**

- No Bad Emails: 32
- No Missing Emails: 4
- No Cell Phone: 13
- No Home Phone: 31
- No Home Address: 10
- Missing Demographics: 18
- Total Volunteers: 34

*Statistics are only available for the items you requested to be printed.*

**Does not include Volunteers in Other Advisory Councils**

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## Update Volunteer Records

Green background indicates that the person is an "Active" volunteer. Yellow background indicates that the person is deceased.  
 Red background indicates that the person should not be contacted. Orange background indicates a problem with the email address.  
 Click "column heading" to sort on that column and search for records matching the search entry.

ALL Active Inactive Entry List Prospect Missing Info

Advisory Council is displayed in blue if the person primarily serves at a different location

Locate (Position) Last Name:

Last Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	First Name
Knight	Jed I. Knight	Demo	Demo - KI		KI	jedknight@fakemail.com	Jed I.
Loewe	Mel Loewe	Demo	Demo - KI		KI	MelLoewe@fakemail.com	Mel
Long	Father A Long	Demo	Demo - KI		KI	HisFavorite@fakemail.com	Father A
Long	Mylee Long	Demo	Demo - KI		KI	mylee.long@fakemail.com	Mylee
Major	Art Major	Demo	Demo - KI		KI	Art.Major@fakemail.com	Art
McFlurry	Ivanna McFlurry	Demo	Demo - KI		KI	andy@kpmi.org	Ivanna
Mercedes	Nida Mercedes	Demo	Demo - KI		KI	nida.mercedes@fakemail.com	Nida
Noring	Constance Noring	Demo	Demo - KI		KI	ConstanceNoring@fakemail.com	Constance
Oakey	Carrie Oakey	Demo	Demo - KI		KI	CarrieOakey@fakemail.com	Carrie
Perry	Andy Perry	Demo	Demo - KI		KI	andy@kpmi.org	Andy

NEW

Click any column heading to sort

- Double click row or select row and click [Change] button
- **Do Not delete (erase) record information, you may be deleting important history**

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## Dealing with Duplicate Records

Green background indicates that the person is an "Active" volunteer Yellow background indicates that the person is deceased  
 Red background indicates that the person should not be contacted Orange background indicates a problem with the email address  
 Click "column heading" to sort on that column and search for records matching the search entry

ALL	Active	Inactive	Entry List	Prospect	Missing Info		
Advisory Council is displayed in blue if the person primarily serves at a different location							
Locate (Position) Last Name: <input type="text"/>							
Last Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	First Name
Clare	Heidi Clare	Demo	Demo - KI		KI	Heidi.Clare@fakemail.com	Heidi
Clyde	Bonnie Ann Clyde	Demo	Demo - KI		KI	BonnieAnnClyde@fakemail.com	Bonnie Ann
Couple	Jim & Betty Couple	Demo	Demo - KI		KI	jbcouple@fakemail.cm Don't check email	Jim & Betty
Dahl	Barb E Dahl	Demo	Demo - KI		KI	BarbEDahl@fakemail.com	Barb E
Down	Neil Down	Demo	Demo - KT		KT		Neil
Feller	Rich Feller	Demo	Demo - KO		KO	richard.feller@fakemail.com	Rich
Feller, Jr.	Rich (Richard) Feller, Jr.	Demo	Demo - KI		KI	rich.feller@fakemail.com	Rich (Richard)
Gates	Pearl E Gates	Demo	Demo - KI		KI	PearlEGates@fakemail.com or Pearl@christian.way	Pearl E
Gates	Pearl Gates	Demo	Demo - KI		KI	Pearl@christian.way	Pearl
Goodman	Anita Goodman	Demo	Demo - KO		KO	anita.goodman@fakemail.com	Anita

Only one name per record

- Duplicate records: make sure that **All** the contact information matches
- We run a monthly merge program



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## Update Volunteer Records – Contact Info

### Update Volunteer Record

Carrie Oakey - 92047

Name/Contact	Personal	Ministry	Training	Restrictions	Weekends/Courses	
Last Name: <input type="text" value="Oakey"/>	First Name: <input type="text" value="Carrie"/> (Do NOT use Titles in First Name)	Suffix: <input type="text"/>	Salutation: <input type="text" value="Carrie"/>	Not Serving: <input type="checkbox"/> This person is no longer serving <b>NEW</b>	Comments: <input type="text"/>	
Address 1: <input type="text"/>	Bad Home Address: <input type="checkbox"/>	Address 2: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/> <b>NEW</b>	
Cell Phone: <input type="text"/>	Bad Cell Phone #: <input type="checkbox"/>	Home Phone: <input type="text"/>	Bad Home Phone #: <input type="checkbox"/>	<b>NEW</b>		
Email: <input type="text" value="CarrieOakey@fakemail.com"/>	Bad Email Address: <input checked="" type="checkbox"/>					

- Records are created by Ezra
- No record until they have completed serving on a Weekend
- Multiple tabs organize information
- Contact Information is most important
- **Do not erase information**



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## Update Volunteer Records – Demographic Info

Update Volunteer Record  
Carrie Oakley - 92047

Name/Contact Personal Ministry Training Restrictions Weekends/Courses Cont...

Birthdate: mm/dd/yyyy / mm/dd/yyyy Age:

Gender:  Male  Female  Unknown

Ethnic:  Caucasian  African American  Asian  Hispanic  Native  Unknown

Denomination:

- Methodist
- Baptist
- Presbyterian
- Catholic
- Episcopal
- Disciples
- Assy of God
- AME
- Church of Christ
- Bible/Independent
- Lutheran
- Non-Denom
- Pentecostal
- Other
- Unknown

Deceased:  Yes Deceased Date: mm/dd/yyyy / mm/dd/yyyy

Save  Cancel

- Demographic information needs to be completed
- Data Coordinators should check if Leaders are completing this in Ezra



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## Update Volunteer Records – Ministry

Update Volunteer Record  
Carrie Oakley - 92047

Name/Contact Personal Ministry Training Restrictions Weekends/Courses

Primary Country: United States

Primary State: Demo

Primary Ad Council: Demo - KI The Advisory Council with which you are primarily associated

Primary Ministry:  Kairos Inside  Kairos Outside  Kairos Torch

Clergy:  No

Musician:  Yes

Speaker Bureau:  No

Recruiting:

Save  Cancel

- Change Primary Ad Council only if person is primarily serving elsewhere
- Identify Clergy, Musician, Speaker Bureau, Recruiting Group



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## Update Volunteer Records – Training Info

### Update Volunteer Record

Carrie Oakey - 92047

Name/Contact	Personal	Ministry	Training	Restrictions	Weekends/Courses	Continuing Ministry
DOC Trained:	<input type="checkbox"/>	Date:	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="?"/>		
PREA Trained:	<input type="checkbox"/>	Date:	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="?"/>		
Background Check:	<input type="checkbox"/>	Date:	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="?"/>		
Mentor Trained:	<input type="checkbox"/>	Date:	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="?"/>		
Clergy Certify:	<input type="checkbox"/>	Date:	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="?"/>		
<a href="#">Print Volunteer History</a>						

Kairos Training Events Attended			
Category	Type	Event Name	Event Date
Organization	AC Secretary	Election Management	10/13/2021
Organization	ACT	Advisory Council Training	5/14/2016
Programs	AKT	2015-2-20-Georgia-Forsyth-Kairos Inside	2/20/2015

- Secretary and Data Coordinator maintain DOC Training dates
- The System will automatically populate Kairos Training Events Attended



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## Update Volunteer Records – Restrictions

### Update Volunteer Record

Carrie Oakey - 92047

Name/Contact	Personal	Ministry	Training	Restrictions	Weekends/Courses	Continuing Ministry																				
On Prison Entry List:	<input type="checkbox"/>	If Your prison has a formal "Approved Entry List"																								
Do Not Contact:	<input type="checkbox"/>	Photo Restrictions: <input type="checkbox"/>																								
Restrictions																										
<table border="1"> <thead> <tr> <th>Advisory Council</th> <th>State Chapter</th> <th>DOC</th> <th>KPMI</th> </tr> </thead> <tbody> <tr> <td colspan="4">           Type Restriction: <input type="radio"/> Temporary <input type="button" value="Clear"/> </td> </tr> <tr> <td colspan="2">Effective Date:</td> <td><input type="text" value="1/12/2022"/></td> <td><input type="text" value="mm/dd/yyyy"/></td> </tr> <tr> <td colspan="2">Restore Date:</td> <td><input type="text" value="mm/dd/yyyy"/></td> <td><input type="text" value="mm/dd/yyyy"/></td> </tr> <tr> <td colspan="4">Comments: <input type="text" value="Eligible for reinstatement 1/12/23"/></td> </tr> </tbody> </table>							Advisory Council	State Chapter	DOC	KPMI	Type Restriction: <input type="radio"/> Temporary <input type="button" value="Clear"/>				Effective Date:		<input type="text" value="1/12/2022"/>	<input type="text" value="mm/dd/yyyy"/>	Restore Date:		<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	Comments: <input type="text" value="Eligible for reinstatement 1/12/23"/>			
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Type Restriction: <input type="radio"/> Temporary <input type="button" value="Clear"/>																										
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Comments: <input type="text" value="Eligible for reinstatement 1/12/23"/>																										
<input type="button" value="Save"/> <input type="button" value="Cancel"/>																										

- Do Not Contact
- ONLY USED FOR FORMAL SUSPENSION.
  - State MUST be notified
  - State Notifies KPMI – We enter



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## Update Volunteer Records – Weekends/Courses

Update Volunteer Record  
Carrie Oakey - 92047

Yes  
 Volunteer:  No  
 Prospective Vol:  No Not a volunteer (yet)

No  
 Previous KO Guest:  No  
 Fourth Day Qualified:  No

List of Weekend Service

Ad	Council	Seq No	Volunteer	Weekend	Date	Death Row	Ad Seq	Job	Talk	Day Angel	KO Guest	Mentor	Guide
01-99-00.0001	Carrie Oakey	Demo - KI #4	11/12/2016										
01-99-00.0001	Carrie Oakey	Demo - KI #3	4/18/2016					Table Family Leader	Action				
01-99-00.0001	Carrie Oakey	Demo - KI #2	11/13/2015					Table Family Leader					
01-99-00.0001	Carrie Oakey	Demo - KI #5											
01-99-00.0001	Carrie Oakey	Demo - KI #6											
01-99-00.0001	Carrie Oakey	Demo - KI #7											

- Weekend Service entered by Leader Report upload
- Do not add information unless you have confirmed the person worked on a Weekend – Check Leader Report
- Guests are not Volunteers – They are Prospective Volunteers



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## Update Volunteer Records – Continuing Ministry

Update Volunteer Record  
Carrie Oakey - 92047

Yes  
 Active Cont Ministry:  No

Filter List:

No Records found



- This is area is under construction
- If someone is attending Continuing Ministry, you can click “Yes”
- Do not enter the type from Filter List



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### Advisory Council Facts

- **“Active”** community members nominate and elect members
- 13 required positions
- May have optional positions (non-voting)



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### Advisory Council Facts

- Elections held annually
- Secretary starts process in September for following year
- Members elected to 3-year term
- Members elected to seat on Advisory Council not a specific position



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### Advisory Council Facts

- **Qualification to be elected:** Must have served on a Team and/or have been active in the Continuing Ministry in the past 6 years
- Must have done Weekend in the past to do Continuing Ministry
- See the Advisory Council Operating Procedures for additional qualifications



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### Advisory Council Facts

- Members may be re-elected for up to 3 consecutive 3-year term (9 years)
- Chair requires 1 year on Advisory Council before serving
- Chair can only serve 5 consecutive years



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## Advisory Council Facts

- All Elected Members vote on positions
- Positions are for a 1 year
- Each year someone can hold a different position



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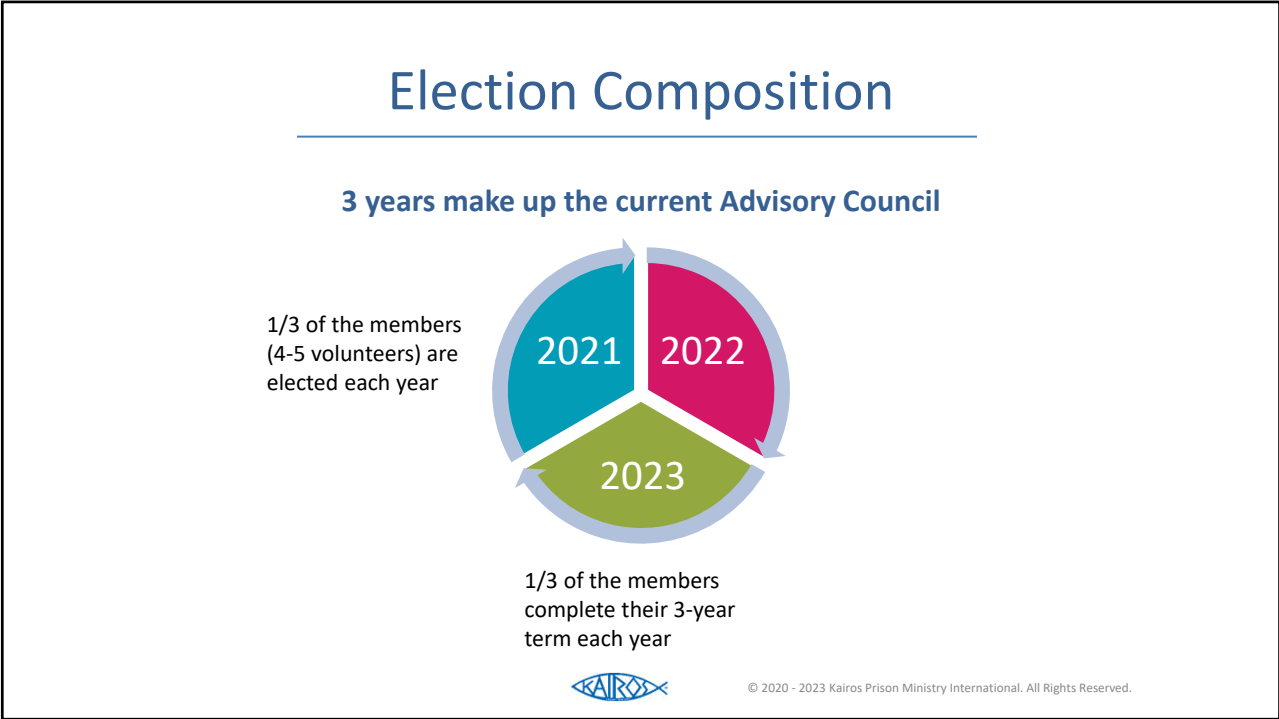
## Advisory Council Facts

- Elections must be completed by December 1<sup>st</sup>
- Elections must be entered into KairosMessenger by December 31<sup>st</sup>
- All prior year logins are cancelled January 31st
- See ACOP - Advisory Council Operating Procedures for All Election Guidelines



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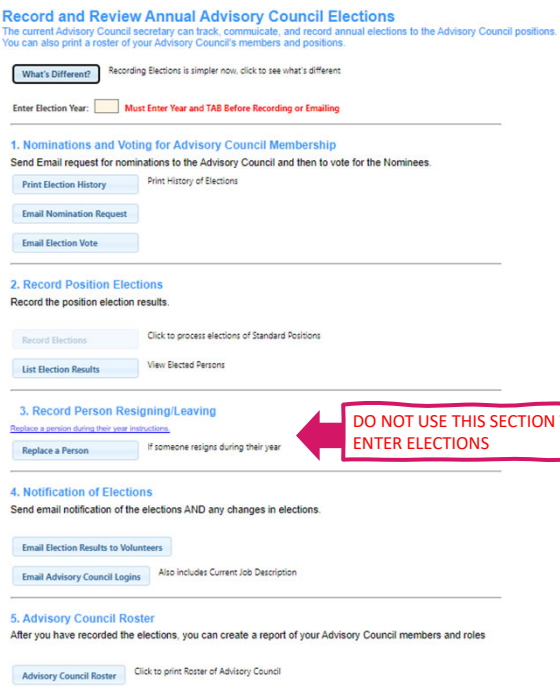


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## UPDATED Election Management Screen



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### Nomination & Voting

Elections process starts in September

Elections must be completed by December 1<sup>st</sup>

Elections must be entered into KairosMessenger by December 31<sup>st</sup>


Vote

## Determining Seats Open for Election


---

Enter Election Year:  Must Enter Year and TAB 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 Print History of Elections  
Email Nomination Request  
Email Election Vote

- How do you know how many seats are up for election?
- What if I have documents showing more elections than what's in KairosMessenger?


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Nomination  
& Voting

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Elections process  
starts in September

Elections must be  
completed by  
December 1<sup>st</sup>

Elections must be  
entered into  
KairosMessenger  
by December 31<sup>st</sup>

**Vote**

## Determining Seats Open for Election

---

Print History of Advisory Council Elections

This allows you to see the history of elections to Advisory Council positions by person by their role. If no one was elected to a specific position then the role will show as "Vacant".

Select Report Option

➔

**Current Eligibility**

Total History

Print Election History

✓ Close

- Current Eligibility vs Total History

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Nomination  
& Voting

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Elections process  
starts in September

Elections must be  
completed by  
December 1<sup>st</sup>

Elections must be  
entered into  
KairosMessenger  
by December 31<sup>st</sup>

**Vote**

## Election Eligibility Report

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Appointed  
Resigned

KairosMessenger  
**Advisory Council Election Eligibility**  
Donaldson - 2023

9/07/2023

2  
10.05

Name	Elected Role	Years Elected to this Role	Total Years
John Heiser	KairosDonor Coord/Fin Secy	2018 2019 2020 2021 2022 2023	
		Term Expires 12/31/2023	Total Consecutive Years: 6
		Eligible for Re-election? <b>Yes</b>	Total Years on Advisory Council: 6
Mike Harris	Communications Coordinator	2020 2021 2022 2023	
		Term Expires 12/31/2025	Total Consecutive Years: 4
		Eligible for Re-election? <b>No</b>	Total Years on Advisory Council: 4
Rick Hardy	State Chapter Representative	2021	
	Vice Chair	2022 2023	
		Term Expires 12/31/2023	Total Consecutive Years: 3
		Eligible for Re-election? <b>Yes</b>	Total Years on Advisory Council: 3

- Determine vacancies
- Identify end of term members for re-election

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1

Nomination  
& Voting

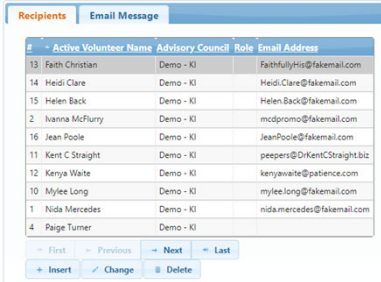
Elections process starts in September

Elections must be completed by December 1<sup>st</sup>

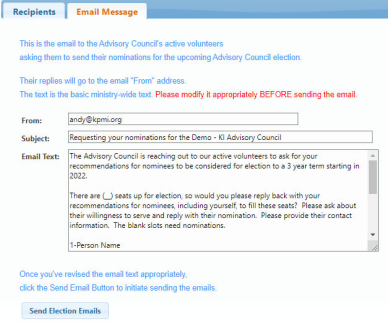
Elections must be entered into KairosMessenger by December 31<sup>st</sup>

✓ Vote

## Nominations and Voting for Advisory Council Membership



#	Active Volunteer Name	Advisory Council	Role	Email Address
13	Faith Christian	Demo - KI		FaithfullyHis@fakemail.com
14	Heidi Clare	Demo - KI		Heidi.Clare@fakemail.com
15	Helen Back	Demo - KI		Helen.Back@fakemail.com
2	Ivanna McFlurry	Demo - KI		mcdpromo@fakemail.com
16	Jean Poole	Demo - KI		JeanPoole@fakemail.com
11	Kent C Straight	Demo - KI		peepers@DrKentCStraight.biz
12	Kenya Waite	Demo - KI		kenyawait@patience.com
10	Mylee Long	Demo - KI		mylee.long@fakemail.com
1	Nida Mercedes	Demo - KI		nida.mercedes@fakemail.com
4	Paige Turner	Demo - KI		



This is the email to the Advisory Council's active volunteers asking them to send their nominations for the upcoming Advisory Council election.

Their replies will go to the email "From" address.  
The text is the basic ministry-wide text. **Please modify it appropriately BEFORE sending the email.**

From:

Subject:

Email Text: 


The Advisory Council is reaching out to our active volunteers to ask for your recommendations for nominees to be considered for election to a 3 year term starting in 2022.  
  
 There are ( ) seats up for election, so would you please reply back with your recommendations for nominees, including yourself, to fill these seats? Please ask about their willingness to serve and reply with their nomination. Please provide their contact information. The blank spots need nominations.  
  
 1-Person Name

Once you've revised the email text appropriately, click the Send Email Button to initiate sending the emails.

Send Election Emails

### Request Nominations from Active Volunteers

- Automatic email list creation
- Update and Send Email (# positions and cutoff date)


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1

Nomination  
& Voting

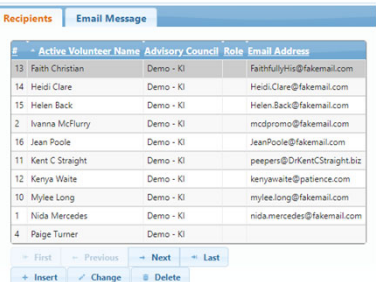
Elections process starts in September

Elections must be completed by December 1<sup>st</sup>

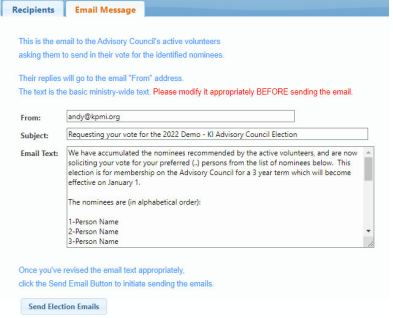
Elections must be entered into KairosMessenger by December 31<sup>st</sup>

✓ Vote

## Nominations and Voting for Advisory Council Membership



#	Active Volunteer Name	Advisory Council	Role	Email Address
13	Faith Christian	Demo - KI		FaithfullyHis@fakemail.com
14	Heidi Clare	Demo - KI		Heidi.Clare@fakemail.com
15	Helen Back	Demo - KI		Helen.Back@fakemail.com
2	Ivanna McFlurry	Demo - KI		mcdpromo@fakemail.com
16	Jean Poole	Demo - KI		JeanPoole@fakemail.com
11	Kent C Straight	Demo - KI		peepers@DrKentCStraight.biz
12	Kenya Waite	Demo - KI		kenyawait@patience.com
10	Mylee Long	Demo - KI		mylee.long@fakemail.com
1	Nida Mercedes	Demo - KI		nida.mercedes@fakemail.com
4	Paige Turner	Demo - KI		



This is the email to the Advisory Council's active volunteers asking them to send in their vote for the identified nominees.

Their replies will go to the email "From" address.  
The text is the basic ministry-wide text. **Please modify it appropriately BEFORE sending the email.**

From:

Subject:

Email Text: 

We have accumulated the nominees recommended by the active volunteers, and are now soliciting your vote for your preferred ( ) persons from the list of nominees below. This election is for membership on the Advisory Council for a 3 year term which will become effective on January 1.  
  
 The nominees are (in alphabetical order):  
  
 1-Person Name  
 2-Person Name  
 3-Person Name

Once you've revised the email text appropriately, click the Send Email Button to initiate sending the emails.

Send Election Emails

### Email Election Vote

- Automatic email list creation
- Include members that completed 3-year term that want to run again
- Update and Send Email (nominees, cutoff date)

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1

Nomination  
& Voting

---

Elections process starts in September

Elections must be completed by December 1<sup>st</sup>

Elections must be entered into KairosMessenger by December 31<sup>st</sup>

Vote

## Nominations and Voting for Advisory Council Membership

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Once election is complete all Advisory Council members (13) vote for positions

- Done in meeting
- Term for position is 1 year
- Great time to get the Annual Affiliation Agreement Signed



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1

Nomination  
& Voting

---

Elections process starts in September

Elections must be completed by December 1<sup>st</sup>

Elections must be entered into KairosMessenger by December 31<sup>st</sup>

Vote

## Optional Positions

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- Appointed by the Chair
- Non-voting
- No access to KairosMessenger
- Term is 1 year
- Cannot serve more than 3 years
- Does not count towards Elected terms of service

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1

Nomination  
& Voting

Elections process  
starts in September

Elections must be  
completed by  
December 1<sup>st</sup>

Elections must be  
entered into  
KairosMessenger  
by December 31<sup>st</sup>

Vote

## Newly Formed Advisory Council (New Start)

- Officer positions must be filled at start-up
- Officers are Chair, Vice Chair, Secretary, Treasurer, and KairosDonor (or Financial Secretary (TX))
- New Start must establish positions with varying terms to create the rotation
- Vice Chair serves as Continuing Ministry Coordinator until position is filled
- New Start has two years to grow into having full standard voting positions (appoint)
- Members serving on another Advisory Councils are for 1 year term

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1

Nomination  
& Voting

Elections process  
starts in September

Elections must be  
completed by  
December 1<sup>st</sup>

Elections must be  
entered into  
KairosMessenger  
by December 31<sup>st</sup>

Vote

## Continuing Ministry Only

- If New Start - follow the New Start section
  - Must work to do the full program within 2 years
- If approved to do Continuing Ministry only, then must keep a small Advisory Council in place:
  - At least the positions of Chair, Vice Chair (optional), Secretary, KairosDonor Coordinator, Treasurer, Institutional Liaison and Continuing Ministry Coordinator
- It should always be the goal of working to do the full program

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2

Record Positions

Must enter year for button to be available

## Record Position Elections

---

### Record and Review Annual Advisory Council Elections

The current Advisory Council secretary can track, communicate, 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 TAB 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 Print History of Elections

Email Nomination Request

Email Election Vote

---

**2. Record Position Elections**  
Record the position election results.

Record Elections Click to process elections of Standard Positions

List Election Results View Elected Persons

---

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2

Record Positions

## Record Position Elections

---

This is a listing of the Advisory Council standard positions.  
Green highlighted Role is a Required position.

Year	Advisory Council Role	Elected Person	Date Removed	Date Installed	ACT Date	Agreement Date	Password
2024	Advisory Council Chair						
2024	Vice Chair						
2024	Secretary						
2024	KairosDonor Coord/Fin Secy						
2024	Treasurer						
2024	Institutional Liaison						
2024	Outreach/Recruiting Coordinator						
2024	Fundraising/Sponsorship Coordinator						
2024	Agape Coordinator						
2024	Clergy/Spiritual Director						
2024	Continuing Ministry Coordinator						
2024	Data Coordinator						
2024	Communications Coordinator						

+ Add Optional Role
✓ Record Person's Election

Only the Secretary can see the Passwords

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

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2

Record Positions

## Record Position Elections

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**Update Advisory Council Elected Positions**

Role:

Elected Person:  ? Click the ? button to get a list of volunteers

Agreement Date:  ? Date of the signing of the Annual Agreement

Password:  Password automatically created after you SAVE the record

You must click  
"?" [Button]

→

**Elected Person**  
Click the "Checkmark" button to select the person.  
You can search for a name by clicking the "Name" column heading

Name	Select
Amber Boyd	✓
Anita Sandy-Beech	✓
Anna Prentice	✓
Barb E Dahl	✓
Bee A Ware	✓
Bonnie Ann Clyde	✓
Andy Barr	✓
Oakley	✓
Case	✓
Seed	✓

- Click the "?" button to get list of volunteers
- Select member from list by clicking ✓ button
- Agreement Date = Affiliation Agreement
- Password Automatically Created on Save

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3

Send Notifications

## Notification of Elections

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

1 Email Election Results to Volunteers

2 Email Advisory Council Logins Also includes Current Job Description

→

Select the roles (positions) to email the job descriptions.

All Roles  
 Selected Role

Optional Positions are not notified via automatic email  
Reach out to them individually as appropriate.

1. Email Results to Active Volunteers
2. Email Logins and Job Descriptions to Elected Members (standard positions only)
  - All Roles or (everyone)
  - Selected Role (one person)

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

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4

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

Advisory Council Roster Click to print Roster of Advisory Council

Print Election History

Print History of Elections

Print Advisory Council Roster

List of Roles and Elected Persons

Print State Chapter

State Chapter Committee

- Enter the election year you want
- [Print Advisory Council Roster]

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Print Roster

## Advisory Council Roster

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**Advisory Council Members & Roles**  
State: Demo Advisory Council: Demo - KI

9/14/2023 1

*\*\* Appointed to a partial term*

Year	Role	Elected Person	Email Address	Bad Email Address	Phone
2023	Advisory Council Chair	Jim & Betty Couple	<span style="background-color: orange;">jbcouple@fakemail.cm</span>	Don't check email	???
2023	Vice Chair	Amber Boyd	<span style="background-color: orange;">aboyd@fakemail.com</span>		999-876-5432
2023	Secretary	Milly Graham	<span style="background-color: orange;">[redacted]</span>		???
2023	KairosDonor Coord/Fin Secy	Penny Wise	<span style="background-color: orange;">penny.wise@fakemail.com</span>	or <span style="background-color: orange;">penny@fakemail.com</span>	???
2023	Treasurer	Rich (Richard) Feller, Jr.	<span style="background-color: orange;">rich.feller@fakemail.com</span>		404-431-1010
2023	Institutional Liaison	Polly Graff	<span style="background-color: orange;">pollygraft@fakemail.com</span>		999-755-6677
2023	Outreach/Recruiting Coordinator	Candy Barr	<span style="background-color: orange;">KandyBarr@fakemail.com</span>		555-663-5623
2023	Fundraising/Sponsorship Coordinator	Robin Banks	<span style="background-color: orange;">RedeemedRobin@fakemail.com</span>		555-321-6549

- ??? = missing phone in volunteer record
- Orange highlight = bad or missing email

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## Maintenance: Replace Someone Who Resigns

### 1 Make sure you select the correct election year

#### 3. Record Person Resigning/Leaving

[Replace a person during their year instructions.](#)

2  If someone resigns during their year

#### Do You Have a Person to Fill the Vacated Position?

Has the Advisory Council already selected a replacement person to fill the vacated position? If so, you'll be able to select that person in the next step.

Replacement Selected:

4 Click the "Next" button below for the next step.

- Wizard will walk you through step-by-step
- Sends Login Automatically
- DO NOT USE TO ENTER ELECTIONS



#### Identify the Person Who Is Leaving a Position

Select the person that is resigning their position from the list of current Advisory Council members by "CLICKING" on their name in the following list.

Role #	Advisory Council Position	Elected Person
2.00	Vice Chair	Anna Prentice
3.00	State Chapter Representative	Pearl Harbor
4.00	Secretary	Paige Turner
5.00	KairosDonor Coord/Fin Secy	Penny Wise

Enter the date that the position was vacated.

Date Vacated:  Must enter a date

#### Select the Replacement Person

Select the person to fill the vacated position from the list of Active Volunteers by "CLICKING" on their name.

ID #	Active Volunteer Name	Email Address
91.718	Nida Mercedes	nidamercedes@fakemail.com
91.719	Ivanna McFlurry	mcdpromo@fakemail.com
91.728	Penny Wise	pennywise@fakemail.com or penny@fakemail.com

Replace Date:

Click the "Next" button below for the next step.

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## Maintenance: Providing Logins

#### 4. Notification of Elections

Send email notification of the elections AND any changes in elections.

Also includes Current Job Description



Select the roles (positions) to email the job descriptions.

All Roles  
 Selected Role

Select Role:

Optional Position:

Reach out to:

- From Election Management screen select [Email Advisory Council Logins] button
- Select Notification to Single Role which brings up the Select Role dropdown
- From the dropdown select the Role of the person
- System automatically creates recipient list based on role and creates email
- Send the email (no need to add information)



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[www.MyKairos.org](http://www.MyKairos.org)

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- Most documents under Downloads
- Register Weekend Info
- Elections resources
- Where We Serve Updates
- Supply Ordering
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### Advisory Council Downloads

[Advisory Council Operating Procedures](#)  
[Annual Affiliation Agreement](#)  
[Annual Affiliation Agreement - With Electronic Signature](#)  
[Business Cards \(Word\) Recommend Avery 8869, Clean Edge, Matte White for Inkjet](#)  
[KairosDonor Order Form](#)  
[Start-up Kit for a New Kairos Community](#)  
[Weekend Leader Nomination Form](#)

**Ask a question about Advisory Council Operating Procedures (ACOP)**

Your Name:

E-mail Address:

Phone Number:

Type your question in the box below:

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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](http://www.kairosmessenger.org)

Kairos Excellence Initiative: <https://www.kairosei.com/>

KairosMessenger Support email: [kairosmessenger@mykairos.org](mailto:kairosmessenger@mykairos.org)

**Each website has a written and video tutorial on every step.**

**Elections must be completed by December 1<sup>st</sup>**

**Elections must be entered into KairosMessenger by December 31<sup>st</sup>**

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