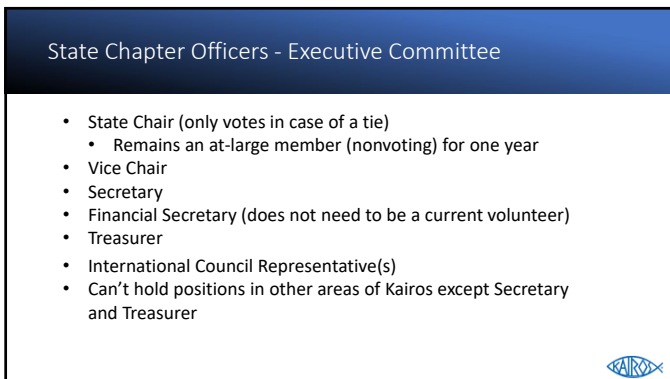




1





2



3

State Chapter Subcommittees



- Volunteer Recruitment (voting)
- Fundraising (voting)
- Agape (voting)
- Website Development (non-voting)
- Clergy Recruiting/Training (optional, non-voting)
- Advisory Council Coordination (optional, non-voting)

4

State Chapter Subcommittees

- Programs (Chair is voting)
 - Program Subcommittee Chair is voting not individual program subcommittees (Kairos Inside, Kairos Outside, Kairos Torch)
 - Subcommittee Chair will rotate annually among the Kairos programs presented in that state
- All Subcommittee Chairs are **appointed** by State Chair and **approved** by State Chapter Committee


5

Qualification of Members

- Must be active Kairos volunteers
- A Christian that is active in their church community
- Has served on a Kairos team within the past four years and/or has been active in the continuing ministry
- Adhere to Kairos Core values and Statement of Faith, along with the Mission and Vision

Kairos encourages members to be active in a Christian accountability group

It is recommended that leaders have had their own 4th day experience through one of the various 4th day ministries.



6

Nominating Committee – For State Officers

- August of each year, a Nominating Committee, numbering at least three (3) persons (and preferably outgoing members) selected by the Chair,
 - actively email and seek volunteers from the State’s Kairos programs who are willing to be nominated for election as an **officer** for the coming year for a specific position
- More than one nominee per position is preferable so that there may be an actual election between 2 or more nominees
- If the person is not doing their job well, they should not be nominated to continue in the position



7

Nominating Committee – For State Officers

- The Nominating Committee shall publish the names of all nominees for each position at least thirty (30) days prior to the election
- Additional nominations from the floor of the State Chapter Committee are allowed
- The election should be done through KairosMessenger Mail by the State Secretary
- The election shall be held by December 1 and entered into KairosMessenger by the State Secretary no later than December 31st of each calendar year.



8

State Chapter Committee


Every effort should be made to have representation from multiple Christian denominations and have race diversity on the State Chapter Committee.



9

State Chapter Committee – Subcommittee members


- **State Chair nominates**, and full State Chapter Committee **approves** (not elects) at-large members to fulfill a designated role on subcommittees
 - Does this include AC Chairs?
 - YES
 - Is this the procedure for Officers and Subcommittee members?
 - NO, only Subcommittee members. Officers are put forth by a nominating committee and elected by the full State Chapter Committee



10

Term of Service


- The officers, except the International Council Representative(s), are elected annually
- Unless replaced by the State Chapter Committee, they serve for one (1) year or until their successors take office
- International Council Representative(s) are elected for a 3-year term
- All officers (except the Chair and International Council Representative(s)) may be elected from outside the present committee



11

Term of Service


- The Chair and International Council Representative must, except for new State Chapter Committees, have served as State Chapter Committee members for at least one (1) year in the past three years before assuming office.
- Each office begins January 1



12

Term of Service


- All officers may be re-elected in same or different positions for up to nine (9) consecutive years of service
- No one in elected positions may serve more than three consecutive terms without rotating off for a 3-year period.
- The Chair may not serve in that office for more than five (5) consecutive years
- Terms of service do not apply to non-voting positions, which should be used as leadership development opportunities when possible



13

Term of Service


- The International Council Representative(s) may not serve more than two consecutive terms (6 years)
- The person may serve before or after their International Council tenure (up to 6 years) in different roles not to exceed 9 years cumulative
- Any International Council member filling a vacancy would serve the balance of that calendar year, would start their first full year term at the beginning of the next calendar year, and would be eligible for a second three-year term. (See ICOP)



14

Term of Service

- Any officer vacancy shall be filled by the Executive Committee.
- The State Chapter Committee approves temporary or acting officers as may be necessary during the temporary absence or permanent absence of the regular officers.
- Temporary replacements for International Council Representative(s) are not allowed.
- Note if using Assistants, which are non-voting, in financial positions they hold a one-year term and may be appointed for up to 3 years as Assistants.
- They can move to State financial positions if elected.



15

Removal from Membership

- Member(s) may be removed for cause by two-thirds vote
- Voting members who have three (3) absences (unless excused absences) from the regular meetings in a calendar year shall automatically be considered to have resigned
 - Vacancies in the State Chapter Committee shall be filled by a simple majority vote of the State Chapter Committee or applicable Advisory Council at the next meeting after the vacancy occurs.
- Non-voting positions are expected to attend state meetings
- State Chair can remove appointed non-voting positions for any reason.



16

Resignation, Illness, or Incapacity of Representative to International Council

- In the event that an International Council Representative resigns or becomes unable to fulfill their duty (e.g. attending the International Council meetings), the State Chapter Committee shall replace an International Council Representative to complete the remaining year.
- They shall immediately notify the International Council Secretary and the International Office of such appointment, in writing (including by email) and enter the information into KairosMessenger.



17

Covenant Agreement

- A State Chapter Covenant Agreement must be signed annually by all members of the State Chapter Committee
- Any new members must sign the joinder agreement, and these shall be sent to KPMI by January 1 of each year

Kairos Prison Ministry International, Inc.

 COVENANT AGREEMENT
 BETWEEN KAIROS PRISON MINISTRY INTERNATIONAL, INC. (KAIROS) AND
 THE _____ STATE CHAPTER COMMITTEE FOR YEAR _____ 20____
 This Covenant Agreement is a dynamic document subject to revisions and amendments, and is
 subordinate to the provisions of various KAIROS policy and procedural documents.
 The members of the State Chapter Committee consent to a cooperative partnership for the
 fulfillment of this Covenant Agreement as part of the KAIROS mission, policies and programs.
 This Covenant Agreement will be reviewed annually by KAIROS and signed annually by the
 State Chapter Committee membership.



18

State Secretary

- Secretary maintains a current roster of the State Chapter Committee membership, including:
 - Each member's name, address, phone number, religious affiliation
 - Date of appointment to the State Chapter Committee
 - If an officer, date of election
 - Record of attendance at committee meetings
 - Type of member (Advisory Council Chair, Officer, Subcommittee)
 - Term of membership
 - Elections must be held by December 1st and entered into KairosMessenger by December 31st



19

State Secretary

- This list must be reported to the International Office following elections each year and with each change throughout the year by entering the information into KairosMessenger and informing the International Office of changes.
- The Secretary shall be responsible for ensuring that the composition of the State Chapter Committee conforms to these procedures and shall alert the State Chapter Committee whenever members should be added or replaced.

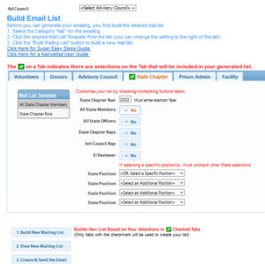


20

KairosMessenger - Election Vote

- Email
- Send
- Create Email List
- Create/Send Emails
- Email Log

- Create Email List
- Leave Ad Council Blank
- Enter current year
- Select All State Members
- Select 1. Build Mailing List
- Select 2. View Mailing List
- Take note of bad emails
 - Have fixed and rerun
 - Change manually before sending

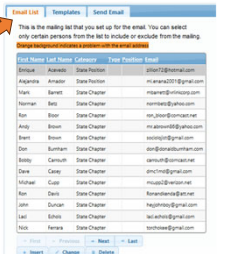


21

KairosMessenger - Election Vote

- 3. Create and Send email
- Fix bad emails here
- Switch to Send Email Tab
- Compose email including each nominee (group by role)
- Include response by date
- Send email
- Tally responses as they return

HINT: Compose email in Word then copy and paste when ready

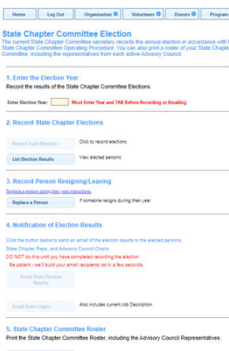


22



KairosMessenger - Election Management Screen

- Ensure you are using the correct election year
- Elections held in Fall take office January 1st of next year
- All logins for previous year are inactivated January 31st
- January is Mentoring Month



23

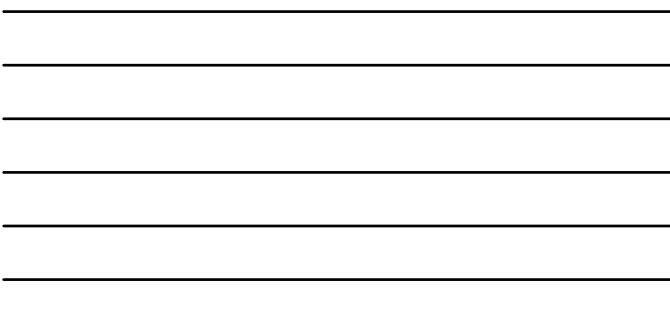


KairosMessenger – Enter Elections

- Enter Election Year (not current year)
- Select Record State Election



24



KairosMessenger – Enter Elections

- Double click the row of any position or single click to highlight row and select [Record Person's Election]
- Note election year

Year	State Role	Exp	Contd	Data Deleted	Data Renewed	Ticked	Fanned
2024	State Chair						
2024	State Chair						
2024	Secretary						
2024	Financial Secretary						
2024	Treasurer						
2024	IC Representative						
2024	IC Representative						
2024	IC Representative						
2024	IC Representative						
2024	Outreach/Volunteer Recruitment						

25

KairosMessenger – Enter Elections

- Click the ? Next to the Volunteer Name
- Note: Click on column heading in list to bring up search box, type only first few letters of first name
- Select the next to the name of the person
- Select the Save
- Add Optional Positions

26

KairosMessenger – Send Notification Email

- Email State Election Result (to elected/appointed members)
- List is created for you based on elections entered
- Email message is created for you based on elections entered

4. Notification of Election Results

Click the button below to send an email of this election results to the elected persons.
(Only Chapter Roles and Positions Counting Votes)
DO NOT do this until you have completed entering the election.
Be aware - we'll build your email recipients list in a few seconds.

Recipients | **Email Message**

ID	Name	Address	Council	Role	Email Address
45	Sandra Rose			Advisory Council Chair	
47	Jacqueline Senator			IC Representative	msmama2021@gmail.com
20	Angie Brown			Advisory Council Chair	msmama2021@gmail.com
34	Andy Perry			ICM Admin	andy@kairos.org

Recipients | **Email Message**

This is the email to the Advisory Council's active volunteers.
 Their replies will go to the email "From" address.
 This email is for those who are voting on this list. Please verify it appropriately BEFORE sending the email.

From: Suzanne Chen <suzannechen@kairos.org>
 Subject: Announcing the new names 2024 Florida State Chapter Election
 Email text:
 We're glad to announce the 2024 office holders of the Florida State Chapter Committee:
 Cate Wright - State Chair - cwright@kairos.org
 Sue Hall - Vice Chair - suehall@kairos.org
 Suzanne Chen - Secretary - suzannechen@kairos.org

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KairosMessenger – Send Logins and Job Descriptions

- Email State Logins (to elected/appointed members)
- Select All Roles

Email Elected State Chapter Persons' Job Descriptions - 2024
Send email with Job Description to all or selected standard positions elected in the selected year.

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

All Roles
 Selected Role

Note: Optional and non-voting Roles do not get access to KairosMessenger

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KairosMessenger – Logins and Job Descriptions

- List is created for you based on elections entered
- Email message do not make changes it will send personalized email with logins and job descriptions

Active Volunteer Name	Advisory Council Role	Email Address
Alpandra Anzor	IC Representative	mlucena2001@gmail.com
Brian Senter	Treasurer	bsenter@outlook.com
Colin Wright	IC Representative	colinwright@bing.com
Colin Wright	State Chair	colinwright@bing.com

Recipients **Email Message**

This is the email to the Advisory Council's active volunteers. Their replies will go to the email "From" address. This list is the basic ministry-wide list. Please modify it appropriately BEFORE sending the email.

From: Suzanne Chen <scen@kairos.org>
Subject: Congratulations on your election to the Florida State Chapter as [Role]
Email text: Congratulations on your election as the [Role] for the 2024 Florida State Chapter. Your position takes effect on January 1, 2024 and extends thru December 31. Attached is the job description for your position. Your election authorizes your access to the KairosMessenger system to assist you in executing your leadership role with excellence. In order to login to www.KairosMessenger.org, you'll need to use the following log in credentials. Login: [UserName]

Once you've reviewed the email list appropriately, click the Send Email button to initiate sending the emails.

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KairosMessenger – Maintaining Elections - Replacements

- If a person resigns before their term is up use the Replace a Person button
- Follow the Instructions, enter the current year the person was serving

3. Record Person Resigning/Leaving
Replace a person before year ends.

If someone resigns during their year

Record a Person Leaving Their Position

Instructions
This and the following screens will guide you through the simple steps to record a person resigning from a "Position" on the Advisory Council and if you already have someone selected to replace the person in the vacated "Position," you can select that person from the list of Active volunteers in your Advisory Council's community.

First, enter the election year that the person is vacating.
Election Year: 2023 Enter Year and press TAB key.

Click the "Next" button below to begin the process.

This should not be used to enter the election at the beginning of the year

30

KairosMessenger – Maintaining Elections - Replacements

- Select the person from the list and enter date resigned
- Select if you have a replacement or not

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KairosMessenger – Maintaining Elections - Replacements

- If replacing the person, a list will come up
- Click column heading to bring up search box and enter first few letters of first name
- Select person and add Replace Date
- When you finish it send log and job description automatically

32

KairosMessenger – Lost or Forgot Login

- If a person forgets their login Secretary sends it through the system
- Use Selected Role to get dropdown of Positions then create email list button

33

KairosMessenger – Lost or Forgot Login

- List is created for you based on selection entered
- Email message do not make changes it will send personalized email with login and job description

Action	Volunteer Name	Advisory Council	Role	Email Address
	Iris Chan			iiran@kairoslog.org

This is the email to the Advisory Council's active volunteers
That replies will go to the email "To" field address
This text is the basic content you will see. Please modify it appropriately BEFORE sending the email

From: Support Center@kairoscenter.org
Subject: Congratulations on your election to the Florida State Chapter as Board
Email Text: Congratulations on your election as the Board for the 2024 Florida State Chapter. Your position takes effect on January 1, 2024 and extends thru December 31. Attached is the job description for your position. Your election authorizes your access to the KairosMessenger system to assist you in managing your leadership role with confidence. In order to access www.KairosMessenger.org, you'll need to use the following log in credentials. Login: [User Name]

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

Send Election Emails
