

**Na'amat Canada Toronto Council Executive and Portfolio Chairs
Nominations Form
July 1, 2017 – June 30, 2020**

Na'amat Canada Toronto is looking for 7 new engaging champions to be part of our Council team beginning July 1, 2017. This 3-year term will be a great opportunity to serve your fellow members and the organization as a whole. If you or someone you know is interested in being nominated, please read the position details below and fill in the names of the nominees. (If you are nominating someone other than yourself, please ensure that you have spoken to the nominee to confirm her interest and qualifications.)

Once the form is completed, please make sure that you forward your nominee list to the Office by email (toronto.info@naamat.com) or leave a message with Marlene at 416-636-5425. We are hoping to announce the new slate in early 2017 so please return this form as soon as possible to give the current Na'amat Canada Toronto Executive time to review the nominees.

Thank you for your continued commitment and support to Na'amat!!

Laurel Wiseman
Na'amat Canada Toronto Nominations Chair

General Position Criteria applicable to all positions:

- Member in good standing (current year's dues have been paid)
- Enthusiastic supporter of Na'amat with a passion for our mission
- Demonstrated leadership at a Club or Council level
- Works well with others and respects their viewpoints
- Able to commit time necessary to fulfill the mandates of their position
- Able to communicate with tact and diplomacy at all levels of the organization
- Willingness to support our fundraising efforts

1. Vice President (Council Executive)

Responsibilities and Duties

- Liaises with Council President
- Attends Council meetings and chairs meetings in absence of Council President
- Attends as many Committee meetings as possible
- Acts as Committee resource person
- Attends as many Na'amat Canada Toronto functions as possible

Specific Position Criteria

- Must have served at least one term in a Council portfolio chair position

My nomination would be _____ from Club _____.

2. Financial Secretary/Treasurer (Council Executive)

Responsibilities and Duties

- Creates and monitors Na’amat Canada Toronto financial budgets
- Reviews incoming bills and outgoing payments
- Conducts financial analyses, from time to time
- Presents periodic financial reports at Council meetings
- Follows up on dues submissions
- Liaises with Club Treasurers/Presidents on financial matters
- Supplies club specific financial reports, when requested
- Allocates financial quotas/goals for each club, in coordination with Council Executive
- Insures transmission of monies to National Office occurs in a timely manner
- Reviews annual financial Review Engagement and presents findings to Admin Board

Specific Position Criteria:

- Experienced in Financial Management or Bookkeeping
- Strong attention to details, well organized and responsive to timely needs
- Willingness to ask questions
- Knowledge of Quickbooks and Donorperfect an asset

My nomination would be _____ from Club _____.

3. Membership/Leadership Chair (Council Portfolio Position)

Responsibilities and Duties

- Chairs Membership Committee meetings
- Puts programmes in place to recruit new members
- Recommends placement of new members into appropriate clubs
- Ensures new Clubs are assigned Mentors, as needed
- Helps Club Membership Chairs address club issues through ongoing communication
- Acts as membership resource to Club Presidents
- Organizes annual Leadership event to provide leadership training and support to our members as a means of cultivating future organizational leaders
- Manages Tribute to Members event with activities such as overseeing distribution of nomination request letters for Programming, Membership Retention, Fundraising and Club One awards; venue and décor selection; securing event speaker

Specific Position Criteria:

- Experience recruiting volunteers as asset
- Experience in leadership development an asset
- Must consider yourself to be a “people person”
- Excellent knowledge of the Toronto clubs and Na’amat’s organizational structure
- Previous experience as a committee member of the Membership/Leadership committee

My nomination would be _____ from Club _____.

4. Fundraising Chair (Council Portfolio Position)

Responsibilities and Duties

- Chairs Fundraising Committee meetings
- Initiates fundraising brainstorming idea sessions
- Acts as (co)-chair(s) of at least one Council Fundraising event which includes the delegation of specific event tasks, such as: initiating event feasibility study; supporting part time Fundraising and Development Officer to obtain sponsorships; sourcing auction items; finding venues
- Works closely with part time Fundraising and Development Officer to encourage members to donate to Club and Council campaigns
- Acts as a resource to Club Fundraising chairs

Specific Position Criteria:

- Experience planning/running events an asset
- Experience in multi-tasking and ability to prioritize tasks
- Able to work well under pressure

My nomination would be _____ from Club _____.

5. Programming/Education Chair (Council Portfolio Position)

Responsibilities and Duties

- Chairs and plans a minimum of one Council programme a year (eg International Women's Day)
- Sets budget for programmes and submits to Financial Secretary for approval
- Acts as resource for generation of programming ideas for clubs
- Requests and compiles programme ideas/speakers list from clubs to be shared with other clubs
- Educates members on the mandate, goals and objectives of Na'amat in Canada and Israel as outlined in our mission statement
- Promotes community awareness about the work we do in bettering the lives of women, children and their families both here in Canada and in Israel

Specific Position Criteria

- Strong ability to utilize contact and network for speakers/presenters
- Experience in meeting and/or event planning

My nomination would be _____ from Club _____.

6. Communications/Technology Chair (Council Portfolio Position)

Responsibilities and Duties

- Chairs Communications Committee meetings
- Develops and implements local marketing/communications initiatives that conform to Na'amat Canada national brand and positioning strategies
- Supports development and implementation of local Public Relations activities
- Makes key communication recommendations regarding upcoming events
- Manages Na'amat Canada Toronto pages of Na'amat National website, www.naamat.com, to ensure content is current and relevant
- Develops and publishes monthly city e-Newsletter of upcoming events
- Keeps current on computer technology and recommends new programmes and/or technology when appropriate

Specific Position Criteria

- Excellent web-based writing and editing skills
- Comfortable in the world of social media
- Experience in marketing an asset

My nomination would be _____ from Club _____.

7. School Supplies Chair (Council Portfolio Position)

Responsibilities and Duties

- Arranges for office to send donation letters to appropriate suppliers
- Arranges for volunteers to stuff bags
- Insures that office contacts shelters to confirm number of children and age that pass through the shelter in a year
- Arranges for delivery of bags to Shelter

Specific Position Criteria

- Excellent organizational skills
- Strong time management abilities

My nomination would be _____ from Club _____.

While we thank everyone for their nominations, please note that only those who have been chosen to fill a Portfolio position will be contacted directly by our Na'amat Canada Toronto Council Executive in early 2017.

If you are not selected nor nominated for a Portfolio position, we would still love to have you join us on one of our Council committees. If you are interested, please forward your contact info and choice of committee (Membership/Leadership; Fundraising; Programming/Education; Communications/Technology; School Supplies) to the Office. Thank you!!