



## Na'amat Canada City & Council Roles

Want to take on a leadership position within your city, but you're not sure of what's expected of you? These are outlines of the different roles that need to be filled in your local Na'amat city. Individual leaders are always encouraged to bring their own distinct personality, creativity and strengths to their position!

### **City/Council President:**

The key to being a successful President is to: communicate, delegate, motivate, and educate. Another crucial characteristic is to be a good listener.

- Liaise with staff and National Board
- Liaise with members of Council, act as resource person to Council and as a mentor to Vice President
- Set agenda and chair Council Meetings
- Notify Chapter/Club Presidents and Event Chairs when reports are required
- Represent your city at National Board Meetings: Submit a written City Report and prepare packages of sample materials (i.e. invitations, flyers, articles, etc...) for National Office (2) and other cities (7)
- Be aware of the local finances and sign cheques
- Prepare a Financial Report together with Treasurer at year-end, interpreting the financial statement as prepared by the Chartered Accountant.
- Attend Committee Meetings whenever possible. If unable to attend, follow up with that chairperson
- Attend at least one meeting of every chapter/club (as is feasible), within her term of office
- Communicate with Chapter/Club Presidents and members on a regular basis
- Submit articles to local newsletter (if available), Na'amat Notes, and website City Pages
- Attend as many Na'amat functions as possible and act as a spokesperson, when needed
- Attend other local non-profit events and represent Na'amat Canada in the community

### **Vice- President:**

- Liaison with the Council President and local staff
- Chair a committee, as per her strengths
- Attend Council and Committee Meetings
- Act as a resource to successor
- Attend as many Na'amat functions as possible
- Represent Na'amat Canada in the community

**Treasurer:**

- Review the financial statements at year-end, prepared by a Chartered Accountant.
- Plan budget for the next fiscal year including reviewing salaries, where applicable
- Maintain constant communication with City/Council President and staff, with regards to expenditures and income; including reviewing bills, questioning if necessary, signing cheques (note: all cheques require two signatures)
- Accountable to members and presents financial reports and updates at Council Meetings
- Follow-up on dues and make sure all members in good standing receive their membership cards (where applicable)
- In coordination with the City/Council President, allocate financial quotas/goals for each chapter/club
- Ensure transmission of monies to National Office including dues, designated funds and non-designated funds (i.e. quota)

**Secretary:**

- Take minutes at all Council Meetings and transmit them to the President and staff
- Distribute the typed minutes within a week of the previous meeting

**Immediate Past President:**

- Advise and support the President and Council, as needed
- Act as Nominations Chair (when applicable)
- May chair a project or fundraiser

**Website Liaison:**

- Act as liaison between the City and the National office to ensure that the city web page is current
- Is responsible for accumulating and editing chapter submissions for the city web page, every four to six weeks
- Using the designated Web Submission Forms, send web submissions to National
- Send regular or monthly e-newsletter of upcoming events to Chapter/Club Presidents and Council members

## Other Possible Council Positions

### Event Chair:

- Recruit a committee
- Create budget and feasibility study
- Delegate tasks (e.g. - program, invitations, menu, décor, programme book,
- Entertainment, sponsorship, advertising, etc...)
- Research the venue (to be approved by committee)
- Provide information on the event at Council Meetings
- Program the evening to ensure proper flow
- Conduct a post-mortem and submit written report to City/Council President and National Fundraising Committee (to be included in the Fundraising Resource Book)

### Membership Chair:

- Work in conjunction with Membership Coordinator-where applicable
- Recruit of new members, placing them in appropriate chapter/club
- Follow up with new members to ensure compatibility and contact members who have been notably absent from recent meetings and events
- Co-ordinate membership recruitment nights and ads with City/Council President and staff
- Mentor new and existing chapters/clubs as needed
- Work with National Membership Committee, as required
- Help chapters/clubs address problems in their group through ongoing
- communication
- Organize Local Leadership Day/Weekend to provide training in order to cultivate future leaders and/or work with Leadership Chair (in Toronto) to organize local leadership training

### Education Chair:

- Educate members of the mandate, goals and objectives of Na'amat in Canada as outlined in our mission statement
- Inform members about the social services we fundraise for, both in Israel and in Canada, through movies, games and lectures
- Be a resource for members about the history and structure of Na'amat Canada
- Encourage the membership to peruse the Na'amat Canada website, Na'amat
- Notes (and other Na'amat newsletters), and available Na'amat marketing
- materials
- Promote community awareness about the work Na'amat does
- Inform members about current events in Israel that may affect the organization

**Fundraising Chair:**

- Act as a resource person to chapters/clubs for their fundraising events and projects
- Help chapters/clubs work together on fundraisers
- Work with National Fundraising Committee, as required
- Encourage the use of the Fundraising Resource Book (available online) and
- ensure that Event Chairs submit their post mortems to the National Fundraising Committees

**Newsletter Editor:**

- Collect articles and photos from City/Council President, Chapter/Club Presidents and other contributors
- Work with Na'amat staff on editing and layout
- Send to draft to National Office for further editing
- Proofread prior to printing/distribution
- Distribute letter via mail and/or e-mail
- Send a soft copy of the newsletter to Web Liaison, to be included on the city's webpage