

**Na'amat Canada Toronto Council Executive and Portfolio Chairs
Responsibilities and Duties
July 1, 2017- June 30, 2020**

Please note: *These are recommended guidelines only. We realize that individuals will bring their own distinct personality, creativity and strengths to the position.*

Council Executive

President (position filled by Vice President from July 2014-June 2017 term):

- Liaises with members of Council and acts as a resource person
- Sets agenda and chairs Council Meetings
- Attends as many Committee Meetings as possible and acts as a resource person
- Maintains regular contact with Club Presidents, Committee Chairs, members
- Attends as many Na'amat functions as possible (eg. club fundraisers, programmes) and acts as Council spokesperson, if required
- Liaises with Toronto office staff
- Monitors local finances and co-signs cheques
- Works with Financial Secretary to prepare annual Financial Report and Budget
- Represents Toronto at National Board Meetings and submits City reports
- Represents Na'amat Canada Toronto in the community
- Participates as Board member on Borochoy Cultural Centre Board of Directors

Vice-President:

- Liaises with Council President
- Attends Council Meetings and chairs meetings in absence of Council President
- Attends as many Committee Meetings as possible and acts as a resource person
- Liaises with Toronto office staff
- Sets agenda and chairs biannual Administrative Board Meetings
- Attends as many Na'amat functions as possible.

Past President (position filled by President from July 2014-June 2017 term):

- Advises and supports the President and Council Executive as needed
- Chairs the Nominations committee

Financial Secretary/Treasurer:

- Creates and monitors city Financial Budgets.
- Reviews incoming bills and outgoing payments
- Conducts financial analyses, from time to time
- Co-signs cheques, if needed
- Presents periodic financial reports at Council meetings
- Follows up on dues submissions
- Liaises with Club Treasurers and Presidents and transmits 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 Administrative Board

Portfolio Chairs

Membership/Leadership Chair:

- 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

Fundraising Chair

- 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

Programming/Education Chair:

- 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

Communications/Technology Chair:

- 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

School Supplies Chair:

- 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.

Special Event Chairs (filled by acclamation):**Israel Day Event Chair (Orit Tobe):**

- Creates budget and feasibility study
- Recruits an Israel Day committee
- Delegates tasks e.g. - programme, invitations, menu, décor, programme, entertainment, corporate sponsorship, ads, live & silent auction items, advertising.
- Investigates and recommends venue options, with final approval given by committee
- Provides information on the event at Council Meetings in order to generate positive excitement and energy from the membership
- Schedules the event to insure proper flow

Dollars for David Chairs (Janis Spinner and Joanna Shore):

- Promotes project at fall Council meetings
- Prepares donation solicitation letter for distribution to Jewish schools, inviting them to participate in the programme
- Speaks to children about Dollars for David, when invited by schools
- Works directly with Bialik school staff to organize and collect donations
- Prepares donation thank-you letters for distribution to all donors