



## **Na'amat Canada Toronto Portfolio Chairs Responsibilities and Duties July 2023 - June 30, 2026**

### **PORTFOLIO CHAIRS:**

#### **Membership Chair(s):**

- Chairs Membership Committee meetings
- Puts programs in place to recruit new members
- Recommends placement of new members into appropriate clubs
- Mentors new and existing Clubs as needed
- Works closely with the Leadership Chair, as needed
- Helps Club Membership Chairs address club issues through ongoing communication
- Acts as membership resource to Club Presidents

#### **Leadership Development Chair:**

- Sits on the Membership Committee
- Organizes Leadership event to provide leadership training and support to our members, to cultivate future organizational leaders
- Acts as a resource to Club Presidents on club leadership related issues

#### **Fundraising Chair(s):**

- Chairs Fundraising Committee meetings
- Initiates fundraising brainstorming idea sessions
- Acts as (co)-chair(s) of at least one major Council Fundraising event per year which includes the delegation of specific event tasks, such as; initiating event feasibility study; obtaining sponsors; sourcing auction items; finding venues
- Works closely with the Vice President to encourage members to donate to Club and Council campaigns
- Acts as a resource to Club Fundraising chairs
- Encourages clubs to work together on Council fundraising events

#### **Dollars for David Chair(s):**

- Promotes project at Fall Council meeting
- Prepares donation solicitation letter for distribution to Jewish schools, inviting them to participate in the program
- 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
- Promote Bialik Hebrew Day School teachers asking their students not to give them Chanukah gifts but instead to send a donation, in their honour, to DFD

#### **Tribute to Members and Installation of New Executive Chair:**

- Works with office to ensure that nomination request letters for Programming, Membership Retention, Fundraising and Club One awards are sent to Club Presidents
- Responsibilities include venue selection, décor, awards, photographer, etc., as needed
- Sets the program for the evening by arranging the order of presenters, speakers, award recipients and the new Executive Council presentations as needed

**Communications/Technology Chair:**

- 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
- Sends monthly e-Newsletter of upcoming events to all members and potential members
- Keeps current on computer technology and recommends new programs and/or technology when appropriate

**Programming/Education Chair:**

- Chairs and plans a minimum of one Council program a year (e.g. International Women's Day)
- Sets budget for program and submits to the Financial Secretary for approval
- Acts as resource for generation of program ideas for clubs
- Requests and compiles program ideas/speakers list from clubs to be shared with other clubs
- Educates members of 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

**School Supplies Chair:**

- Arranges for office to send donation letters to appropriate suppliers
- Arranges for volunteers to sort, organize and pack bags
- Ensures that office contacts Shelters to confirm number of backpacks required in each grade group
- Arranges for pickup of bags with Shelters

**Adopt-a-Child Chair(s):**

- Establishes an Adopt-a-Child Fundraising Campaign
- Chairs at least one Adopt-a-Child fundraiser per fiscal year
- Educates our membership about the Adopt-A-Child program and how it fits into Na'amat Canada's overall mission
- Presents to our membership the various ways in which they can donate to the Adopt-a-Child program (e.g. self-assessment; card purchases)

**Recording Secretary:**

- Takes attendance and records minutes at all Council and Administrative meetings
- Transmits minutes to the office for distribution within a one-week of meetings

## **CONTINUED PROJECTS:**

### **Planned Giving Chair(s):**

- Designs and implements a planned giving program
- Works with National to support National Giving Programs
- Educates our members about Planned Giving by creating a planned giving marketing plan to cultivate and steward ongoing donors and planned giving prospects
- Liaises with the Office to develop appropriate marketing materials to support communication with potential planned gift donors

### **Archives Chair:**

- Preserves the history of Na'amat Canada Toronto by actively collecting archival items from current and past Na'amat members, as well as from the community
- Catalogues and preserves collected documentation and photos and makes them available to our members and community in a centrally located place
- Reviews the suitability of transferring archives for proper storage to Ontario Jewish Archives, periodically.