KairosMessenger
Advisory Council Election Emailings

The Advisory Council Operating Procedures (ACOP) specifies that the Active Volunteer offer nominations for the open 3 year positions, and then they vote to elect persons from the slate of nominees.

KairosMessenger provides you the ability to simply generate the required emails to active volunteers to seek nominations, conduct the election, and report the election results.

You start the process by going to the Advisory Council Election as you would normally and you enter the new Election Year as if you are going to enter the persons elected.

> ACOP specifies that you email the active volunteers to solicit nominees for the upcoming election of persons for their 3 year term. Then, once you receive and consolidate the nominations, you email them to the active volunteers to solicit their vote for the number of electable slots. And finally, you'll send an email to inform the volunteers of the results.

This gives you the screen with the standard, default 5 advisory council positions for the selected year. Since you are in the annual, Fall election process, you don't yet have elected persons recorded on the list.

Below the list are the three Election Emailing buttons.

Email Nomination Requests
This button sends an email requesting nominations to the active volunteers.

Email Nominations Election
This button sends an email with the list of nominees and requests that the active volunteer vote for the number of positions up for election.

Email Election Results
This button sends the updated Advisory Council membership list to the active volunteers.

When you click one of the Election Email buttons, you will be taken to the Election Emailing screen.

The "Click Here" link gives you access to this tutorial.

The screen is divided into two sections, each accessible by clicking the appropriate tab.

Advisory Council Election Emailing
Request Nominations for 2019
Click Here for tutorial on Election Emailings

The "Active Volunteers" tab list's the persons to receive an email.
The "Email Message" tab contains the email text and the button to initiate the sending of the emails.

| Active Volunteers | Email Message |

Locate (Contains) Active Volunteer Name: [Search]

▲ Active Volunteer Name	Email Address
Bertha Smith	bsmith9825@aol.com
Bev Blend	bbland423@gmail.com
Beverly Hatfield	bev.hat@yahoo.com
Billie Jo Jones	BJJ@juno.com
Cherri Summer	csum@gmail.com
Debra Wilson	debbiew@gmail.com
Elaine Williams	ewilbwil@hotmail.com
Elenoir Hoffman	
Frances Abbott	theabbotts@gmail.com
Franny Lewis	frannielew@gmail.com

| ᴵ⁴ First | ← Previous | → Next | ⁺ᴵ Last |

| + Insert | ✎ Change | 🗑 Delete |

✓ Close

Active Volunteers Tab

This lists the persons from your volunteer database who are considered to be "active." An active volunteer is someone who has served in the past 2 years.

This is the list that will receive the election email. Persons who do not have an email address in the Volunteer database will be skipped during the sending of the email.

You can use the standard KairosMessenger tools to access and edit the email list, like:

- Search for an entry whose first or last name contains the requested characters
- Page the list forward (Next) or backward (Previous)
- Go to the First or Last page of entries
- Insert (Add), Change (Edit), or Delete and entry. Any changes you make to the email list do not affect your volunteer database, but only THIS specific emailing.

Email Message Tab

This contains the information that will be emailed to each person on the active volunteer list. There are three components to the email, plus the "Send Election Emails" button.

From:

This is the email address of the sending person. It is the authorized (logged in) secretary's authorized email address.

Note that the recipient of the email may reply and the reply will go to this "From" address to the secretary.

Subject:

This is the subject line of the email. The subject line is automatically created based on which of the three types of election emailing you have chosen to do. The Advisory Council name is based on the authorized, logged in secretary's authorized Advisory Council.

Email Text:

This is the text message for the email. The basic text is automatically generated, and you will need to revise the text for the specific details of your election.

> **IMPORTANT**
> You have to customize the text to your specific circumstances **BEFORE** you send the emails. Your revisions are not saved and are only available for this specific mailing.

The system automatically generates the typical 5 positions to be elected (1/3 of the required Advisory Council members) for their 3 year term starting on January 1 of the selected election year.

You must modify this information in the default email text as follows:

There are (..) positions up for election…
You need to replace the (..) with the actual number of positions that are up for election for the 3 year term.
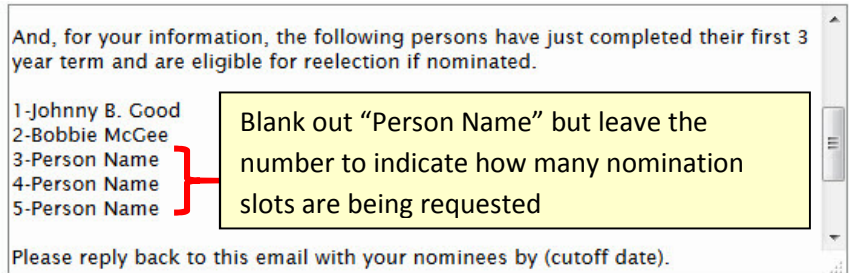
1-Person Name
2-Person Name
3-Person Name
4-Person Name
5-Person Name
If you are needing to elect less than the typical 5 positions, then you would delete the unnecessary entry(s).

And, for your information, the following persons have just completed their first 3 year term and are eligible for reelection if nominated.

1-Johnny B. Good
2-Bobbie McGee
3-Person Name
4-Person Name
5-Person Name

Blank out "Person Name" but leave the number to indicate how many nomination slots are being requested

Please reply back to this email with your nominees by (cutoff date).

If a person's first 3 year term is ending, and they would like to be nominated for a second term, you would replace one of these five "placeholders" with the person's name as shown in the example above (Johnny B. Good and Bobbie McGee). Other slots where the incumbent is finishing their second 3 year term or where they do not wish to serve a second term, and therefore there is not a person "in line" for nomination, you would simply delete the word Person Name and leave the number showing that there is room for a nomination.

(cutoff date)
Replace this with the actual date that you will no longer accept inputs for the nomination or election (depending on which type email you are sending).

Send Election Emails button

At the bottom of the "Email Message" tab is the Send Election Emails button. When you have revised the text appropriately, then you click this button to begin the sending of the email to all the persons on the Active Volunteers list.

The email sending feature is built into KairosMessenger. You do not use your own email system. The KairosMessenger email sending feature is built to minimize the chance of your emails being flagged as Spam. One of those features is that every person is receiving an individual email. In other words, it is not a single email with a long CC or BCC list. Instead, individual emails are being sent to each person.

While the emailing is in process, you will see a progress indicator to inform you of how far through the emailing you are at any point in time.

Advisory Council Election Emailing
Request Nominations for 2019

The "Active Volunteers" tab list's the persons to receive an email.
The "Email Message" tab contains the email text and the button to initiate the sending of the emails.

Active Volunteers	Email Message	

This is the email to the Advisory Council's active volunteers
asking them to send their nominations for the upcoming Advisory Council election.

Their replies will go to the email "From" address.
The text is the basic ministry-wide text. Please modify it appropriately BEFORE sending the email.

From: springguy@juno.com

Subject: Requesting your nominations for the KO Eastern NC Advisory Council

Email Text: The Advisory Council is reaching out to our active volunteers (serving in the last 2 years) to ask for your recommendations for nominees to be considered for election to a 3 year term starting in 2019.

There are 5 positions up for election, so would you please reply back with your recommendations for nominees, including yourself, to fill these positions? Please ask about their willingness to serve and reply with their nomination. Please provide their contact information.

And, for your information, the following persons have just completed their first 3 year term and are eligible for reelection if nominated.

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

16 %

Send Election Emails

✔ Close

When the emailing is completed, you will automatically get a screen like this that confirms that you have completed the sending and the number of emails sent and if there were errors.

Nomination Request Emailing Completed
You Emailed Nominations Requests for 2019

You have completed the emails to Active Volunteers asking for Nominations.

Emails Sent: 24
Email Errors: 0

✔ Close

What about errors?

There are two basic kinds of errors that can occur in the process of sending your nomination/election emails.

1. Emails Rejected Due to Bad Address

The most common error is that the email address that is in your Volunteer database is incorrect or outdated/no longer in service. Depending on the specific nature of the error, you should check your Junk File folder to see if you got a returned message telling you it was a bad address. If you do, you should notify your Data Coordinator to research the person's correct email address and update the Volunteer database for future emails. The Data Coordinator should also then notify the current weekend leader to update the information in their Ezra so future uploads are correct, too.

> As secretary, your job is to send the nomination, election, and election results emails. It is not your responsibility to fix problems that might be in the volunteer data.
>
> If you have problems, such as missing email addresses, you can refer that to the Advisory Council's Data Coordinator to work on filling in the missing data in the Volunteer database the future. But, **you do not go backward to redo your election email steps.**

2. Emails Not Sent Because of Missing Email Address

This is a case of NO email address in the Volunteer database. In this case, turn the problem over to the Data Coordinator to investigate who has missing email addresses in the Volunteer database and correct that AND then make sure the current weekend leader updates his Ezra data to include the correct email address in Ezra.

In either case, you do not need to attempt to redo the emailing if you have done it already. Data corrections will simply improve the completeness of your future emailing, not only for future elections but also for general communications with the Advisory Council's volunteers.