



KairosMessenger Advisory Council Elections

The Advisory Council election process is available to persons whose “role” in Kairos leadership authorizes their access to the election tools in Kairos Messenger. Note that a person who is not authorized to manage the Advisory Council election process may not have access to those parts of the election tools that involve recording election information.

The primary person who has the responsibility (and therefore, the access) for the election process and keeping the roster updated is the Advisory Council Secretary. Persons with certain other roles may have access for viewing parts of the process but not in actually recording the election results.

To manage the Advisory Council election process, click on the Organization menu button, then Elections, and then Advisory Council.

It is important to understand that you cannot simply key in a person’s name for the Advisory Council. You must “select” the person from the list of “active” volunteers. Where does the list of “active” volunteers come from? They are uploaded from each Weekend Leader’s Ezra when they pass on their Ezra data to the next Leader.



KairosMessenger organizes the Advisory Council election process into three major steps:

- 1. Handling the annual elections to the Advisory Council
- 2. Recording the election of the Advisory Council “officers.”
- 3. Printing the Advisory Council roster (showing both the members and the elected roles).

Advisory Council Election Management

The current Advisory Council secretary can track, communicate, and record elections to the Advisory Council. Once you have recorded the election to the Advisory Council, you can then record the annual Officer elections. You can also print a roster of your Advisory Council's members and officers.

1. Handle Annual Advisory Council Elections
 Advisory Council elections are conducted annually for a 3 year term. Record the term beginning year to be elected and the system will produce a listing of the number of "seats" on the Advisory Council to be elected.
 Enter Class Year:

[Advisory Council Election](#) Click to process Advisory Council election

2. Officer Elections
 After your Advisory Council elects its officers, record the election results.
 Enter Election Year:

[Officer Election](#) Click to process Officer elections

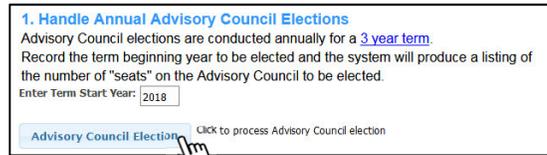
3. Advisory Council Roster
 After you have recorded the elections, you can create a report of your Advisory Council members and officers
 Enter Roster Year:

[Advisory Council Roster](#) Click to print Roster of Advisory Council

The following pages provide detailed, step by step instructions for recording an election to the Advisory Council from the active volunteers, and then recording the election of the Advisory Council members to the specific roles (jobs) in the Advisory Council. **If you are entering the 2018 elections, there are no existing members for the two previous 3 year terms, so check the steps you’ll need to follow for these initial entries in the KairosMessenger database (instructions on page 5 of this document).**

Step 1: Conducting the Election to the Advisory Council

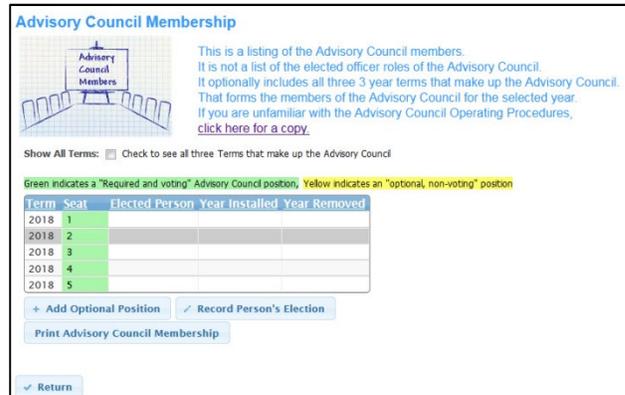
Enter the year to which the election applies, then click the Advisory Council Election button.



1. Handle Annual Advisory Council Elections
Advisory Council elections are conducted annually for a [3 year term](#).
Record the term beginning year to be elected and the system will produce a listing of the number of "seats" on the Advisory Council to be elected.
Enter Term Start Year:
 Click to process Advisory Council election

This gives you access to the Advisory Council list of the openings for the 3-year term to be elected. The Advisory Council Operating Procedures defines the election to the Advisory Council as being for a 3 year term. If you are not familiar with the Advisory Council Operating Procedures, you can click the link to get a copy.

Each year, 1/3 of the Council is to be elected, so the system automatically provides you the ability to record the election of 5 positions. You can add additional "optional, non-voting" positions by clicking the "Add Optional Positions" button.



Advisory Council Membership
This is a listing of the Advisory Council members.
It is not a list of the elected officer roles of the Advisory Council.
It optionally includes all three 3 year terms that make up the Advisory Council.
That forms the members of the Advisory Council for the selected year.
If you are unfamiliar with the Advisory Council Operating Procedures, [click here for a copy](#).

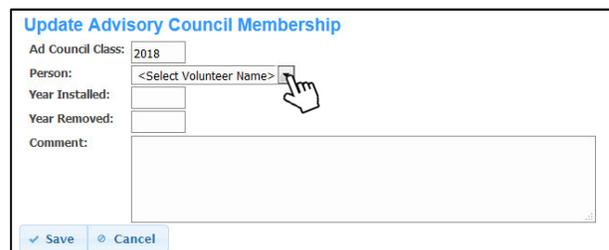
Show All Terms: Check to see all three Terms that make up the Advisory Council

Green indicates a "Required and voting" Advisory Council position, Yellow indicates an "optional, non-voting" position

Term	Seat	Elected Person	Year Installed	Year Removed
2018	1			
2018	2			
2018	3			
2018	4			
2018	5			

To record the election of a person to the selected 3 year term, you select an open slot for the 3 year term and click the Record Person's Election button.

This gives you the entry screen for the elected position to the new 3 year term. Keep in mind that you are recording the persons who were elected to the Advisory Council by the active volunteer base. You are NOT recording the election of the "officers" (or roles) of persons on the Advisory Council.



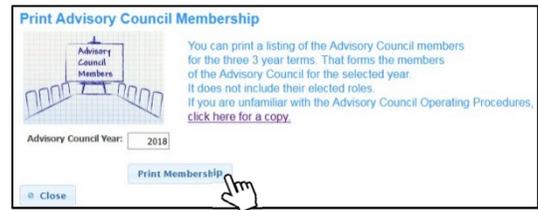
Update Advisory Council Membership
Ad Council Class:
Person:
Year Installed:
Year Removed:
Comment:

To select the person who was elected to the Advisory Council, click the drop down button on the "Person" field. This gives you a list of the "active volunteers" in your community. You cannot simply add a person to this list, but the person must have been uploaded to the system from your weekend leader's use of Ezra. The person MUST be an "active volunteer" whose "primary" Advisory Council is the one that you are assigned to (see page 5 for more information). Then, you enter the year that the person's 3 year term starts (the Year Installed).

In the case of a person who was elected by the Advisory Council to fill out a partial 3 year term, you enter the year that the person starts their partial term in the Year Installed field.

To complete the entry, click the Save button.

You can print the Advisory Council listing for the selected 3 year term. The report will also include the two other partial terms that make up the entire Advisory Council.



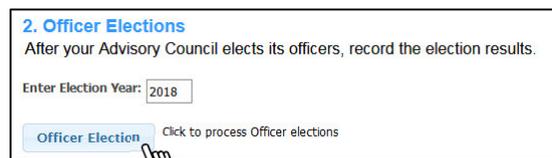
To be clear, the Advisory Council is made up of 1/3 of the people in the newly elected 3 year term, 1/3 with 2 years remaining on their term, and 1/3 with 1 year remaining on their term.

Class	Year	Install	Remove	Class Expires	Year Ending	Person/Email	Phone
2016				2018			
2016				2018			
2016				2018			
2016				2018			
2016				2018			
2017				2019			
2017				2019			
2017				2019			

Step 2: Recording Annual Advisory Council Officer Elections

It is important to understand that the recording of the Advisory Council election and then the “officer” elections is critical because that establishes the authorization for the person to access the ministry’s KairosMessenger management and communications system. The system will automatically create a log in password for the “officers” you record as being elected for the year.

Once you have recorded the new persons elected to the Advisory Council, the Advisory Council will elect their “officers” for the year in accordance with the Advisory Council Operating Procedures (ACOP). You then record the results of that election.



When you click the button to record the Officer Elections, you get a list of the ministry required Advisory Council roles for the year. To then record who was elected to each role, just select the role on the list and click the Record Person's Election button.

Advisory Council Officers

This is a listing of the Advisory Council Officers.
Green highlighted Role is a Required position.

Year	Advisory Council Role	Elected Person	ACT Date	Agreement Date	Password
2018	Advisory Council Chair				
2018	Vice Chair				
2018	State Chapter Representative				
2018	Secretary				
2018	KairosDonor Coord/Fin Secy				
2018	Treasurer	Beverly Springer			SilentWisdom8371
2018	Institutional Liaison				
2018	Outreach/Recruiting Coordinator				
2018	Fundraising/Sponsorship Coordinator				
2018	Agape Coordinator				
2018	Clergy/Spiritual Director				
2018	Continuing Ministry Coordinator				
2018	Data Coordinator				
2018	Communications Coordinator				

+ Add Optional Role Record Person's Election

Email Election Results/Job Descriptions

This opens the update screen where you select the elected person from the list. The names available to you to select are only those who you had recorded as being elected to the Advisory Council in Step 1.

Update Advisory Council Elected Roles

Role:

Elected Person: Must be elected to the Advisory Council

Agreement Date: Annual Agreement

Password:

Save Cancel

Click the Save button to record your selection and return to the list of Roles to be elected so you can continue your recording of election results.

Once you complete the recording of the elections, you can choose to send an email to all the elected “officers” by clicking the Email Election Results/Job Descriptions button. This will send an email to all the Advisory Council “officers” with their ACOP specified job description.

Step 3: Printing a Roster for the Advisory Council

You can print three different rosters by selecting the Year you want to focus on. If you are printing the Advisory Council membership, it will include the three terms that make up the year you select.

If you print the Advisory Council Roster, that will print the elected roles (or officers) of the Advisory Council for the selected year.

If you print the State Chapter, it will include the persons elected to the State Chapter and the Advisory Councils’ State Representatives for the selected year.

Organizational Roster Listing

You can print a copy of the Advisory Council membership, or your Advisory Council Roles, or your State Chapter Committee roster.

Selected Year:

List Advisory Council Members

Print Advisory Council Members

Print Advisory Council Roster

Print State Chapter

Close

Getting Started the First Time (recording 2018 election)

If you are the first Advisory Council Secretary to input information into KairosMessenger, then you will NEED to record the existing Advisory Council members for remaining partial 3 year terms prior to the one being elected.

So, before recording the 2018 term of Advisory Council members, you'll need to record the persons who were elected for the 2017 term and the persons who were elected for the 2016 term.

It's important to get started on the right foot. For getting started with the 2018 persons, you'll need to enter all three Terms (years) that make up the Advisory Council for the year 2018. That means entering the members of Terms 2016, 2017, and 2018.

A. Start by entering the Advisory Council Election for 2016

This will allow you to record those existing Advisory Council members who were elected to their 3 year term back in 2016.

Enter Term Start Year:

Advisory Council Election

Record the persons elected to the 2016 term.

Term	Seat	Elected Person	Year Installed	Year Removed
2016	1			
2016	2			
2016	3			
2016	4			
2016	5			

B. Then enter the Advisory Council Election for 2017

This will allow you to record those existing Advisory Council members who were elected to their 3 year term back in 2017.

Enter Term Start Year:

Advisory Council Election

Record the persons elected to the 2017 term.

Term	Seat	Elected Person	Year Installed	Year Removed
2017	1			
2017	2			
2017	3			
2017	4			
2017	5			

C. Now, you are ready to enter the Advisory Council Election for 2018

This will allow you to record the newly elected Advisory Council members for the 3 year term starting in 2018.

Enter Term Start Year:

Advisory Council Election

Record the persons elected to the 2018 term.

Term	Seat	Elected Person	Year Installed	Year Removed
2018	1			
2018	2			
2018	3			
2018	4			
2018	5			

What if the person being elected to the 3 year term is not on the drop down list of Volunteers?

The list of persons who can be selected to be elected to the Advisory Council 3 year term comes from the list of "Active" volunteers. If the person being recorded as elected is not on the drop down list, you should check the Volunteer list for your Advisory Council and make sure they are listed as a Volunteer, and if so, check to see that they are indicated as an "Active" volunteer. See the instructions for the Volunteer section of KairosMessenger.

Update Advisory Council Membership

Ad Council Class:

Person:

Year Installed:

Year Removed:

Comment: