KairosMessenger
State Chapter Committee Elections

The State Chapter Committee election process is available to persons whose "role" in Kairos leadership authorizes their access to the State Election tools in KairosMessenger.

The primary person who has the responsibility (and therefore, the access) for the State Chapter Committee election process is the State 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 State Chapter Committee election process, click on the Organization menu button, then Elections, and then State Chapter.

KairosMessenger organizes the State Chapter Committee election process into two major steps.

1. Recording the annual elections.

2. Printing the State Chapter roster, including the Advisory Council State Chapter Representatives.
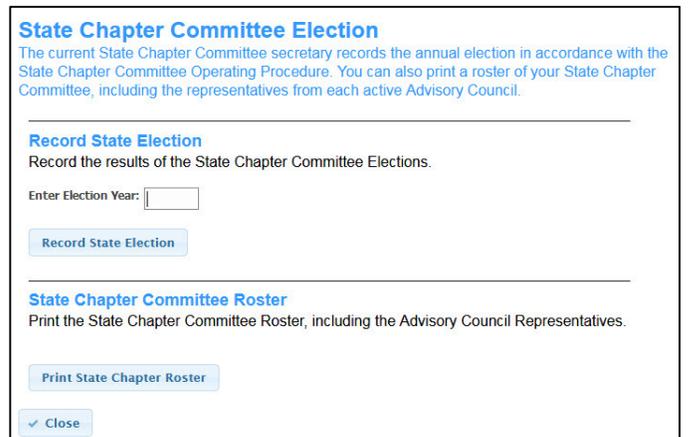
Step 1: Recording the State Chapter election
Click the Record State Election button.
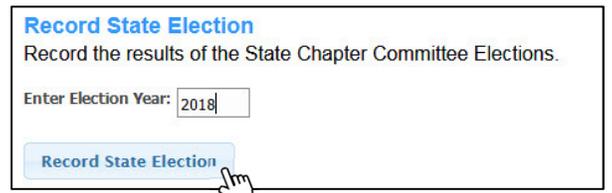
This gives you access to the State Chapter Committee list of standard roles per the State Chapter Committee Operating Procedures (SCCOP). The number of IC Representatives is determined by the guidelines in the SCCOP.

If there are more roles than fit in the basic list, you will see a set of navigation buttons below the list that allow you to go to the Next/Previous portion of the list.

If you need to add an optional/non-voting entry, click the Add Optional Position button. These added positions are non-voting positions.

State Chapter Committee Membership

This is a listing of the State Chapter Committee members. It includes the persons elected to the State Chapter for the selected year. Note that IC Reps are elected for a 3 year term, all others for a 1 year term. If you are unfamiliar with the State Chapter Committee Operating Procedures, click here for a copy.

Year	State Role	Exec Cmmte	Date Elected	Date Complete	Elected Person
2018	State Chair	Y			
2018	Vice Chair	Y			
2018	Secretary	Y			
2018	Financial Secretary	Y			
2018	Treasurer	Y			
2018	IC Representative	Y			
2018	IC Representative	Y			
2018	IC Representative	Y			
2018	IC Representative	Y			
2018	Outreach/Volunteer Recruitment				

First   Previous   Next   Last

+ Add Optional Position   ✎ Record Person's Election

Print State Chapter Membership

✓ Close

To record the election of a person to the specific role, click the Record Person's Election button.

This opens the screen to enter the person who is elected to the position. The person must be recorded as a volunteer in the Volunteer database for your State. The system will generate the person's log in password automatically.

Update State Chapter Member

Election Year: 2023

State Role: Agape

Type Person: ⦿ Kairos Volunteer
What is a "Type Person?"

Volunteer Name: [_____] [?] Click the ? button to get a list of volunteers

Password: [_____] Password is automatically created after adding a new person

✓ Save   ⊘ Cancel

Step 2: Print the State Roster

You can print the roster of the State Chapter Committee elected members, including the State Representatives that were elected in the Advisory Council elections. Just click the Print State Chapter Roster button.

State Chapter Committee Roster
Print the State Chapter Committee Roster, including the Advisory Council Representatives.

Print State Chapter Roster

That gives you a menu where you enter the Committee year that you want to print, and then click the Print Membership button.

Print State Chapter Membership

You can print a listing of the State Chapter elected members including the State Chapter Representative for each Advisory Council for the selected year.

State Chapter Committee Year: 2018

Print Membership

⊘ Close

This will print the State Chapter membership listing for the selected year. It will include the IC Representatives and each Advisory Council's State Chapter Representative.

What if the person being elected to the State Chapter Committee is not on the drop down list of Volunteers?

The list of persons who can be selected to be elected to the State Chapter Committee comes from the list of Volunteers in the State. The list of volunteers in the State is based on the volunteer team member uploads from Ezra weekends for Advisory Councils in your State. If the person being recorded as elected is not on the drop down list, you should check the Volunteer list for your State and make sure they are listed as a Volunteer. See the instructions for the Volunteer section of KairosMessenger.

If the person is not actually a Kairos volunteer (such as the State DOC Chaplain), you would add them in the Volunteer database with your State as their "Primary State" and no "Primary Advisory Council." See the instructions for the Volunteer section of KairosMessenger.