

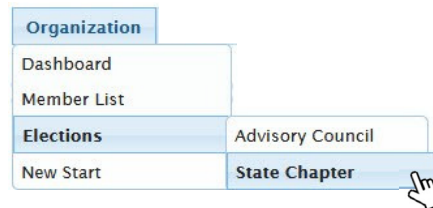


KairosMessenger State Chapter Committee Elections

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.

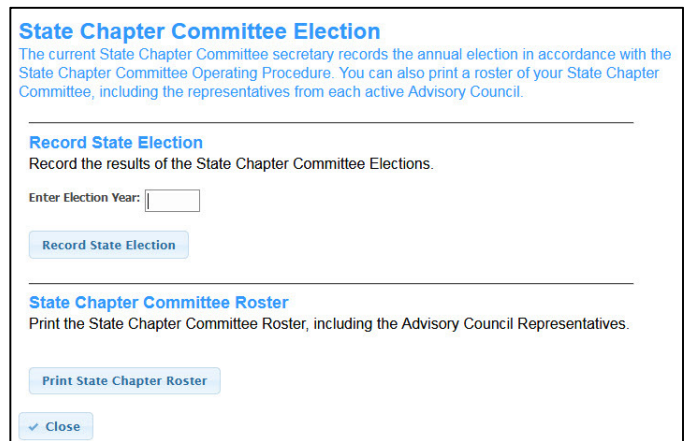
The primary person who has the responsibility (and therefore, the access) for the State Chapter Committee election process is the State Secretary. Persons with certain other roles may have access for viewing parts of the process but not in actually recording the election results.

To manage the State Chapter Committee election process, click on the Organization menu button, then Elections, and then State Chapter.



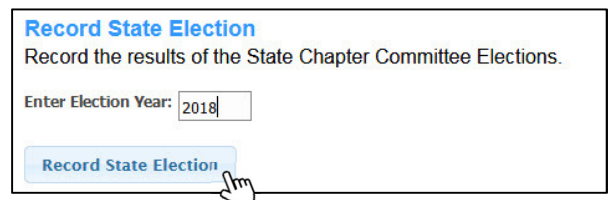
KairosMessenger organizes the State Chapter Committee election process into two major steps.

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.

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

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 Cmmite	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				

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. Click the button with the ? to get a list of the volunteers in the State so you can select the elected person. DO NOT key in the person's name, you must Select them from the list of State volunteers.

Update State Chapter Member

Election Year: 2018

State Role: Vice Chair

Volunteer Name: ? Click for list of Volunteers in the State

Date Elected: mm/dd/yyyy

Date Removed: mm/dd/yyyy

Password: ProudEvent7241 Password is automatically created after adding a new person

Copyright (c) 2017 by Kairos Prison Ministry International, Inc. (R)


When you click that ? button, it will take a few seconds for the list of all the volunteers associated with your state to be assembled, so be patient, and a list of the state volunteers will be displayed.

If the "Locate" field does not appear at the top of the list, then click on the "Name" heading and it will appear. Then, you can type in the person's name and click the Search button (or hit the Tab key) and the list will then display only those person's in the state volunteer list whose name contains the info you searched for.

State Volunteers - Click on Name Heading to search

Locate (Contains) Name:

Name	Primary Ad Council
Amanda Smith	Lockhart Women
Bob Smith	Clements
Bob Smith	Hightower
Charles Smith	Beto
Dave Smith	Coffield
Derrick Smith	Estelle
Diana Smith	Beto
Father Jesse Smith	Hutchins
Glenn Smith	Hightower
Greg Smith	Hightower

Then, click on the desired person, and click the  button to select the person. This will return you to the State Chapter Member update screen with the selected person's name now entered.

Name	Primary Ad Council
Amanda Smith	Lockhart Women
Bob Smith	Clements
Bob Smith	Hightower
Charles Smith	Beto
Dave Smith	Coffield
Derrick Smith	Estelle
Diana Smith	Beto
Father Jesse Smith	Hutchins
Clenn Smith	Hightower
Greg Smith	Hightower

Record the date of the election and click the Save button. The system will generate the person's log in password automatically.

Update State Chapter Member

Election Year: 2018
 State Role: Vice Chair
 Volunteer Name: Dave Smith
 Date Elected: mm/dd/yyyy
 Date Removed: mm/dd/yyyy
 Password: _____

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.

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

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

Year	Role/Position	Elected Person/Email Address	Phone
2018	State Chair		
2018	Vice Chair		
2018	Secretary		
2018	Financial Secretary		
2018	Treasurer		
2018	IC Representative		
2018	IC Representative		
2018	IC Representative		

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

This is a question that is likely to occur a lot as the ministry initiates the use of KairosMessenger. 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 the Advisory Councils in your State. If the person being recorded as elected is not on the Volunteer selection 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 volunteer does not appear on list of State volunteers, that means that the Advisory Council has not been ensuring that Weekend Leaders complete their weekends by passing on their Ezra data to the next Weekend Leader. It is during that creation of the passed on data that Ezra will also upload its team volunteer information to the KairosMessenger Volunteer database.

The ministry has given the “ownership” of the volunteer data to the Advisory Council. Other persons than those authorized at the Advisory Council cannot change an Advisory Council’s information, so if a person to be elected to the State Chapter Committee is missing from the Volunteer database, you will need to contact the Advisory Council secretary and have them enter the person in the Volunteer database for you.

If the person is not actually a Kairos volunteer (such as the State DOC Chaplain), you may add those “non-volunteer” persons yourself in the near future as a new feature is being prepared to allow the entry of these “special” optional, non-voting members of the State Chapter.