



Na'amat Canada City & Council Roles

Want to take on a leadership position within your city, but not sure what's expected? These are examples of different roles that need to be filled in your local Na'amat city. Individual leaders are always encouraged to bring their own distinct personality, creativity and strengths to their position!

City/Council President Duties and Tasks:

A successful President knows how to communicate, delegate, motivate, educate and listen.

- Liaise with paid staff, Council (if applicable) and National Board
- Act as mentor to your Vice President
- Set meeting agenda and chair meetings
- Represent your city at our biannual National Board Meetings including submitting written City Reports to all participants
- Oversee local finances including acting as a signatory for local cheques; be involved in preparing year-end financial reports with your local treasurer
- Attend local Committee Meetings whenever possible
- Attend at least one meeting of every chapter/club each year
- Communicate with Chapter/Club Presidents and members on a regular basis
- Submit articles to local and national newsletters and website City Pages
- Attend your local Na'amat functions and act as a spokesperson, when needed
- Attend other local non-profit events, where feasible, and when required, represent Na'amat Canada in the community

Vice- President Duties and Tasks:

- Liaison with your local city/Council President and staff
- Chair a committee
- Attend Council and Committee Meetings
- Attend as many Na'amat functions as possible
- Represent Na'amat Canada in the community in the absence of the President

Treasurer Duties and Tasks:

- Review CPA generated financial statements at year-end
- Plan budget for the next fiscal year
- Maintain constant communication with city/Council President and staff, with regards to expenses and income; including reviewing bills, signing cheques
- Present details of financial reports at City / Council Meetings
- Follow-up on dues and local renewal payment
- Allocate financial goals for each chapter/club, with input from President
- Ensure transmission of monies to the National Office

Secretary Duties and Tasks:

- Take minutes at all meetings and transmit to the President and staff

Immediate Past President Duties and Tasks:

- Advise and support the President and Council, as needed
- Act as Nominations Chair
- Chair a local project or fundraiser, where applicable

Website/e-Newsletter Liaison Duties and Tasks:

- Liaise between City and National office to ensure city web page is current
- Accumulate and edit chapter submissions monthly for the city web page
- Create local monthly e-newsletter of upcoming events, if applicable
- Collect articles and photos from city/Council President, Chapter/Club Presidents and other contributors

Other Possible Council Positions

Event/Fundraising Chair Duties and Tasks:

- Recruit a committee
- Create budget and feasibility study
- Delegate tasks (such as creating and sourcing invitations, menu, décor, entertainment, sponsorship, advertising, etc.) to your event committee
- Provide ongoing information on the event at city/Council Meetings
- Program the event to ensure proper flow
- Conduct a post-mortem and present findings to City/Council President

Membership Chair Duties and Tasks:

- Work in conjunction with Membership Coordinator – where applicable
- Recruit new members and place them in appropriate chapter/club
- Follow up with new members and contact those who have been absent from recent meetings and events
- Co-ordinate membership recruitment nights with city/Council President and staff
- Mentor new and existing chapters/clubs as needed
- Work with National Membership Committee, as required
- In the absence of a city Leadership Chair, organize local Leadership Day to train and cultivate future leaders

Education Chair Duties and Tasks:

- Educate members of the mandate, goals and objectives of Na'amat Canada, including the social services for which we fundraise, both in Israel and in Canada
- Be a resource for members about the history and structure of Na'amat Canada
- Encourage members to use the Na'amat Canada website, e-newsletters and promotional materials
- Promote community awareness about the work Na'amat does in Canada and Israel
- Inform members about current events in Israel that may affect the organization.