

**Na'amat Canada Toronto Council Portfolio Chairs  
Responsibilities and Duties  
July 2020 - June 30, 2023**

**Please note:** *These are recommended guidelines only. We realize that individuals bring their own distinct personality, creativity and strengths to the position!*

**PORTFOLIO CHAIRS:**

**Membership Chair(s):**

- Chairs Membership Committee meetings
- Puts programmes in place to recruit new members
- Recommends placement of new members into appropriate clubs
- Mentors new and existing Clubs as needed
- Works closely with the Leadership Chair, as needed.
- Helps Club Membership Chairs address club issues through ongoing communication
- Acts as membership resource to Club Presidents

**Leadership Development Chair**

- Sits on the Membership Committee.
- Organizes Leadership event to provide leadership training and support to our members, in order to cultivate future organizational leaders
- Acts as a resource to Club Presidents on club leadership related issues

**Fundraising Chair(s)**

- Chairs Fundraising Committee meetings
- Initiates fundraising brainstorming idea sessions
- Acts as (co)-chair(s) of at least one Council Fundraising event which includes the delegation of specific event tasks, such as: initiating event feasibility study; obtaining sponsors; sourcing auction items; finding venues
- Works closely with the Vice president to encourage members to donate to Club and Council campaigns
- Acts as a resource to Club Fundraising chairs
- Encourages clubs to work together on fundraising events

**Special Event Chairs**

**Israel Day Event Chair**

- Creates budget and feasibility study
- Recruits an Israel Day committee
- Delegates tasks e.g. - programme, invitations, menu, décor, programme, entertainment, corporate sponsorship, ads, live & silent auction items, advertising.
  
- Investigates and recommends venue options, with final approval given by committee

- Provides information on the event at Council Meetings in order to generate positive excitement and energy from the membership
- Schedules the event to insure proper flow

#### **Dollars for David Chair(s):**

- Promotes project at Fall Council meeting
- Prepares donation solicitation letter for distribution to Jewish schools, inviting them to participate in the programme.
- Speaks to children about Dollars for David, when invited by schools
- Works directly with Bialik school staff to organize and collect donations
- Prepares donation thank you letters for distribution to all donors

Bialik Hebrew Day School teachers receive notification of donations made to Dollars for David in their honour.

#### **Tribute to Members and Installation of New Executive Chair**

- Works with office to ensure that nomination request letters for Programming, Membership Retention, Fundraising and Club One awards are sent to Club Presidents
- Responsibilities include venue selection, décor, awards, photographer, etc, as needed
- Sets the programme for the evening by arranging the order of presenters, speakers, award recipients and the new Executive Council presentations as needed

#### **Communications/Technology Chair**

- Develop and implements local marketing/communications initiatives that conform to Na'amat Canada national brand and positioning strategies
- Supports development and implementation of local Public Relations activities
- Makes key communication recommendations regarding upcoming events
- Sends monthly e-Newsletter of upcoming events to all members and potential members
- Manages Na'amat Canada Toronto pages of Na'amat National website, [www.naamat.com](http://www.naamat.com), to ensure content is current and relevant
- Develops and publishes monthly city e-newsletter of upcoming events
- Keeps current on computer technology and recommends new programmes and/or technology when appropriate

#### **Programming/Education Chair:**

- Chairs and plans a minimum of one Council programme a year (eg International Women's Day)
- Sets budget for programme and submits to the Financial Secretary for approval
- Acts as resource for generation of programme ideas for clubs

- Requests and compiles program ideas/speakers list from clubs to be shared with other clubs
- Educates members of the mandate, goals and objectives of Na'amat in Canada and Israel as outlined in our mission statement
- Promotes community awareness about the work we do in bettering the lives of women, children and their families both here in Canada and in Israel

### **School Supplies Chair**

- Arranges for office to send donation letters to appropriate suppliers
- Arranges for volunteers to sort, organize and pack bags
- Insures that office contacts Shelters to confirm number of children and age that pass through the shelter in a year
- Arranges for pickup of bags with Shelter.

### **Adopt-a-Child Chair(s)**

Educates our membership about the Adopt-A-Child programme and how it fits into Na'amat Canada's overall mission

- Presents to our membership the various ways in which they can donate to the Adopt-a-Child programme (eg self-assessment; card purchases)
- Chairs at least one Adopt-a-Child fundraiser per fiscal year

### **Recording Secretary**

- Records minutes at all Council and Administrative meetings
- Transmits minutes to the office for distribution within a two-week period.

### **CONTINUED PROJECTS:**

#### **Planned Giving Chair(s)**

- Designs and implements a planned giving programme
- Educates our members about Planned Giving by creating a planned giving marketing plan to cultivate and steward ongoing donors and planned giving prospects
- Liaises with the Office to develop appropriate marketing materials to support communication with potential planned gift donors

#### **Archives Chair**

- Preserves the history of Na'amat Canada Toronto by actively collecting archival items from current and past Na'amat members, as well as from the community
- Catalogues and preserves collected documentation and photos and makes them available to our members and community in a centrally located place