
Beit Oleh America and Canada in Netanya (Netanya AACI) Executive Officer Elections 2018

Procedure

- ☑ Elections are held every other year.
- ☑ The following positions are elected: Chairman, 4 Vice-Chairpersons, Treasurer, Financial Secretary, Recording Secretary.
- ☑ To be eligible for nomination for Chairman, the person must be a member of the Management Committee.
- ☑ To be eligible for other executive positions, the person must be a member of Netanya AACI for a minimum of one year.
- ☑ Nominations open on 1 January 2018, and close on 18 February 2018.
- ☑ All proposers and seconders must be Netanya AACI members.
- ☑ An internal committee will be set up to process the nominations, check eligibility, and ensure that all those who have allowed their names to be put forward for the respective positions agree to stand.
- ☑ The committee will ensure the slate of nominations is full and there is at least one candidate for every position.
- ☑ A list of nominees will be published in our May 2018 newsletter.
- ☑ The election will be at the Annual General Meeting in May 2018.

Job Specifications

The following are brief job descriptions for each of the executive positions:

Chairperson

Directs policy for the organization, works closely with the Director and Office Manager to ensure effective programming and efficient operation of the office. Runs Management and Executive committee meetings. Attends meetings both internal and external on behalf of the organization.

The chairman may serve a maximum of 2 consecutive terms.

Vice Chairperson

Up to four individuals act as liaison between the department heads to the Executive. Responsibilities for each position depend on experience and preference. Vice-Chairpersons attend bi-weekly Executive meetings and monthly Management meetings and must be available for active role in organization.

Treasurer

Oversees the organization's accounts. Monitors the accounts regularly to ensure correct application of the various income sources and expenses as processed by the organization's external bookkeepers. Prepares and presents end-of-year accounts in conjunction with bookkeepers and Financial Secretary.

Financial Secretary

Prepares monthly Management reports from the figures prepared by the organization's bookkeepers, for presentation to Management personnel as required and on request. Functions as liaison with the Treasurer regarding finances as requested. Monitors the organization's internal bookkeeping and ensures effective weekly updates to the basic income and expense accounts for discussion with the Director.

Recording Secretary

Takes minutes of Management and Executive committee meetings and the AGM and prepares them for review by the Chairman and Director.

**To submit a nomination for an officer for Beit Oleh America Netanya AACI Executive 2018-2020, please request a nomination form from: info@netanyaacaci.org.il
Nomination forms also available at Netanya AACI offices.**
