

You're the Chair...so what's next?

NYS Women Inc.

October 2016 Board Meeting

Now it's time to Engage, Empower, and Educate members. How do I do that you ask?

Engage

Welcome new members:

- Mail out welcome postcards (see attached sample)
- Assign a "buddy" for the first several meetings to make new members feel at home,
- Hold an orientation to acquaint new members with NYS Women Inc.
- Conduct a quarterly induction ceremony. Note: Greater Binghamton Chapter will be selling a logo lapel pin soon--why not present the pin and introduce new members as part of a Chapter meeting. .
- Membership packet: prepare a packet of useful information for members that include Chapter roster, Chapter bylaws, Meeting & events dates, NYS Women Inc. Mission and Vision Statements, PPD information brochure, website navigation information.
- Invite/assign new members to serve on committees

Empower

Knowledge empowers members and leaders.

- Distribute job descriptions to new officers and committee chairs).and familiarize everyone with the New York State Women Inc. website

- Encourage members to visit the website often and update their profiles
- Forms--what about all those paper and email forms??? Be sure you submit only the current versions of forms such as new officer information, treasurer's forms, NIKE forms, awards, meeting registrations etc. **Throw out any old forms you may have & pass only current forms on to successors**
- Programs: Engage members with programs geared to the makeup and diversity of the Chapter
- Tools: Personal Professional and Political Development, Manual of Instructions. New York State Women Inc., social media Website: www.nyswomeninc.org (tip sheet attached).
- Mentor members to assume leadership roles with positive comments and realistic portrayals of the job/s at hand

Educate

Marketing NYS Women Inc. helps membership grow and develops future leaders.

- Legislative Platform and Mission and Vision Statements
- Use our advocacy statement in press releases and event advertising
- History of New York State Women Inc.
- Benefits of Membership
- Networking
- Personal growth opportunities/competition programs
- Celebrations: October-NYS Women in Business Month & March-Women's History Month
- Region and State meetings that engage, empower, and educate
- Lasting friendships
- State Conference participation/competitions