

# Manual of Instruction

## Section Name: Chairs

## Section Number: 2.22

## Title: Advocacy

**Description:** The Advocacy Chair is responsible for coordinating and supporting the efforts of the legislation/advocacy, lobby day, resolutions and status of women sub-committee chairs.

**Structure of Committee:** The Advocacy Committee will consist of the legislation/advocacy chair, lobby day chair, resolutions chair and status of women chair.

### Duties of the State Chair

- 1) Coordinate and support the efforts of the Advocacy Committee
- 2) Work closely with the Advocacy Committee to develop goals for the year.
- 3) Assist the Advocacy Committee to organize, coordinate, promote and communicate regularly on legislative / advocacy concerns
- 4) Review the budget for items affecting the Advocacy Committee and make recommendations and suggestions to the Executive Committee and Finance Chair
- 5) Review the New York State Women, Inc. bylaws and manual of Instructions (MOI) and make proposed modifications to the Executive Committee, bylaws and MOI chairs.
- 6) Represent the committee's sub-chairs at state meetings as needed.

For example:

- a) In the absence of the sub-committee chair or sub-committee members, present committee information at a workshop or hearing
- b) Present motions at board meetings on behalf of the (non-board member) sub-committee chair

Note: only members of the Board of Directors may make and second motions and vote (see Standing Rules – board meeting)

- 7) Prepare committee reports for the New York State Women, Inc. board meetings and annual conference
- 8) Appoint a sub-chair to represent the Advocacy Chair at board meetings if unable to attend. If the chair is unable to attend state board of director meetings, the subcommittee-chair shall act as chair with voting rights.
  - a) The Chair will notify the State President of the name of the sub-chair representing the standing chair prior to the start of the board meeting
  - b) The State President shall approve the appointment at the roll call of the state meeting.

### Duties of the Region Chair

Coordinate and support the efforts of the Advocacy Committee which, depending on the requirements of the Region, might be composed of the legislative/advocacy chair, resolutions chair and status of women chair.

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## **Duties of the Chapter Chair**

Coordinate and support the efforts of the Advocacy Committee which, depending on the requirements of the Chapter, might be composed of the legislative/advocacy chair, resolutions chair and status of women chair.

## **Financial Implications**

Expenses shall be reimbursed as provided for in the New York State Women, Inc annual budgets at the state, region and chapter levels

## **Included in Toolkit**

For more information go to: N/A

**Date of Board Approval:** 10/13/12  
**Effective Date:** 10/13/12

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws  
Article XV: Standing Committees, Section 3(b)