

# Manual of Instruction

## Section Name: Chairs

## Section Number: 2.26

## Title: Status of Women

**Description:** The Status of Women Committee works to inform NYS Women, Inc. members and their communities about the progress women are making towards equality – personally, professionally and politically. As part of the Advocacy committee, they coordinate with the efforts of the legislative/advocacy, lobby day and resolutions chairs.

**Structure of Committee:** The Status of Women committee shall consist of at least a chair and sufficient members to form an endorsement committee, research women in public office and monitor the status of women.

### Duties of the State Chair

- 1) Through the Advocacy Chair, coordinate activities with the legislative/advocacy, lobby day and resolution chairs.
- 2) Serve, if requested by the Advocacy Chair, as the representative, with voting rights, of the Advocacy Standing Chair at Board of Directors meetings.
- 3) Form a committee to monitor, and work to improve, the status of women
  - a) Collect, analyze and disseminate information for and about working women
  - b) Promote programs to educate members on the status of women
- 4) Form a committee to research women in public office
  - a) Collect, analyze and disseminate information for and about women in public office
- 5) Form an endorsement committee to:
  - a) Annually review and update endorsement guidelines
  - b) Review applications to endorse candidates received from regions and local chapters
  - c) Consider, vote and approve qualified candidates for endorsement
  - d) Send notice of endorsement to the requesting region or chapter, the Executive Committee and the Public Relations Chair.
- 6) Encourage region local chapter chairs to promote the advancement of qualified women to policy-making and executive positions.
- 7) Report activities to the membership as needed and to the Executive Committee and members by preparing a report for the Board and Annual Conference book.
- 8) Upon vacating the Chair position, arrange a transition meeting with the incoming chair and forward all files to the new chair

### Duties of the District / Region Chair

- 1) Encourage the local chapters to promote programs to advance qualified women to policy-making and executive positions in business, industry and government.
- 2) Encourage women to prepare for and seek such positions
- 3) Encourage local chapters to study the qualifications of women seeking election or appointment and to make recommendations for endorsement of those found qualified for such positions.
- 4) Encourage local chapters to support women candidates endorsed by New York State Women, Inc.
- 5) Collaborate with the legislative/advocacy, lobby day and resolution chair on issues that affect the status of women.

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## Duties of the Chapter Chair

- 1) Promote programs to advance qualified women to policy-making and executive positions in business, industry and government.
- 2) Encourage women to prepare for and seek such positions
- 3) Study the qualifications of women seeking election or appointment and make recommendations for endorsement of those found qualified for such positions.
- 4) Support women candidates endorsed by New York State Women, Inc.
- 5) Collaborate with the legislative/advocacy, lobby day and resolution chair on issues that affect the status of women.

## Financial Implications

Consult the state, region and local budget for funds approved for expenses

## Included in Toolkit

**For more information go to TK 2.26:**

Endorsement Application form  
Endorsement Candidate Questionnaire  
Endorsement Guidelines  
Endorsement Procedures

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

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws  
Article XII: Duties of Officers, Section 1  
Article XV: Standing Committees Section 3(b)  
Article XIV: Executive Committee, Section 2(d)