



Program Book

October 2013 - Holiday Inn - Waterloo, NY

www.nyswomeninc.org

NEW YORK STATE
women, INC.



Our Mission: To build powerful women personally, professionally, and politically.

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CALL TO BOARD MEETING

CALL TO: October Board Meeting
DATE: October 4 – 6, 2013
LOCATION: Holiday Inn, Waterloo, NY
HOSTS: Region 7

TO: Executive Committee and Members of the Board of Directors
CC: All Members of New York State Women, Inc.

NOTICE is hereby given that the October Board Meeting of New York State Women, Inc. will be held from Friday, October 4, 2013 through Sunday, October 6, 2013 at the Holiday Inn in Waterloo, NY. Lois Force and Mary Ellen Morgan are serving as co-chairs and members of Region 7 are serving as hosts.

- The first business session will begin at 7:45 p.m. on Friday, October 4, 2013. All board members in good standing will be eligible to vote at this session. All members are welcome to attend the business session but will not vote at this meeting.
- Board book reports should be sent to rbridson@nhsyracuse.com. Only standing committee chairs and region directors prepare board reports. Reports should only be a list of goals for the year, and all reports must be submitted using the online board report link. This has been sent to all board members.
- There will be four workshops at the Board meeting, and all members are encouraged to come and participate in these workshops. The workshops are designed to help education and inform members on important and timely topics. A full list of the workshops is available on the October Board registration page and in the communicator.
- Saturday, October 5, 2013 will also feature the Youth Leadership Conference. This program will feature the Reality Store™, which will have a variety of speakers and teach those young women attending important life skills.

All members of New York State Women, Inc. are encouraged to attend and participate. See you in Waterloo!

Respectfully submitted,
Amy Kellogg, President
NYS Women, Inc.



CALL TO SPECIAL MEETING

DATE: October 5, 2013

LOCATION: Holiday Inn, Waterloo, NY

TO: Executive Committee, Members of the Board of Directors, and all Members of New York State Women, Inc.

NOTICE is hereby given that a special meeting of the members of New York State Women, Inc. will be held on **Saturday, October 5, 2013 at 11:00 a.m.** at the Holiday Inn in Waterloo, NY.

As per Article XVII: STATE CONFERENCE, Section 2 of the New York State Women, Inc. Bylaws, this special meeting is called for the purpose of voting on a proposed RFP for legal services. Such legal services would include incorporating all NYS Women Inc. chapters and resolving outstanding IRS classification issues.

The Board of Directors will be asked to consider approving the above RFP for vote by **all** New York State Women, Inc. members in good standing, in attendance and registered prior to the start of the Special Meeting.

All members of New York State Women, Inc. are encouraged to attend this meeting.

Respectfully submitted,
Amy Kellogg, President
NYS Women, Inc.

Schedule

Friday, October 4, 2013

1:00 p.m. – 3:00 p.m.	EC Meeting
4:00 p.m. – 6:00 p.m.	Women’s History Museum Seneca Falls Trip
6:30 p.m. – 7:30 p.m.	RD/ARD Meeting
7:45 p.m. – 9:30 p.m.	Hearings/Business Session
9:30 p.m. - 10:30 p.m.	Dessert Reception

Saturday, October 5, 2013

8:00 a.m. – 4:00 p.m.	Youth Leadership
7:30 a.m. - 9:00 p.m.	Breakfast and Vendors
9:00 a.m. – 11:00 a.m.	Business Session
11:00 a.m. – 12:00 p.m.	Special Member Meeting
12:15 p.m. – 1:30 p.m.	Luncheon and Keynote Speaker - Dr. Avice O’Connell, Professor of Clinical Imaging Sciences and Director of Women’s Imaging at the University of Rochester Presenting a program entitled “Breast Density- what does it mean and why is it so Important”

Workshops

2:00 p.m. – 2:45 p.m.	“Health Care Legislation and How It Affects You” <i>Presented by Cassie Hill from S2AY Rural Health Network</i> A look at healthcare legislation related to women's health and an analysis of how this legislation could impact you and your family. This workshop will pay particular attention to the Affordable Care Act and how its implementation on January 1, 2014 will change how healthcare for women is delivered and covered.
2:45 p.m. – 3:30 p.m.	“Is this thing on?” <i>Presented by Robin Bridson, ARD Region 5</i> A basic technology workshop for late bloomers, those who are entering the digital era kicking and screaming, and those who want to be a little more comfortable using technology without having to call their grandchild.

3:30 p.m. – 4:15 p.m.

“Nothing about US without US – Women Uniting”

Presented by Neale Steiniger, Membership Chair

This interactive workshop will focus on the need to make attracting ALL women from ALL walks of life. As we move forward with our mission, we want all women to feel part of that progression.

- ✓ What are the benefits of NYSW membership? Creating your own Local chapter list.
- ✓ How to publicize chapter happenings, all local women’s events in your area and benefits of membership using Facebook
- ✓ Do’s and Don’ts – the impact of first impressions

4:15 p.m. – 5:00 p.m.

“Learning the Ins and Outs of Being an Officer”

Presented by Colleen Ostiguy, President-Elect

If you are a chapter president or vice president, regional or assistant regional director or are interested in taking on a leadership role in the organization, this program is for you. We will explore the various aspects of being a new officer in NYSW, Inc. including reviewing the NYSW, Inc website, bylaws, Manual of Instruction, preparing for and running a meeting, developing programming ideas and so on.

5:00 p.m. - 7:30 p.m.

Break

6:30 p.m. - 7:30 p.m.

Zumba Session for Youth Leadership (and Anyone Else Who Would Like to Attend)

7:30 p.m. – 10:00 p.m.

Youth Leadership Dinner and Wine Tasting Event

Sunday, October 6, 2013

7:30 a.m. - 9:00 a.m.

Breakfast

9:00 a.m. – 12:00 p.m.

Business Session

12:30 p.m.

Wine Tour with Selected Wineries

Board Meeting Agenda



BOARD MEETING AGENDA

October 4, 2013 – 7:45 p.m. – 9:30 p.m. – 1st Business Session

October 5, 2013 - 9:00 a.m. – 11:00 a.m. – 2nd Business Session

October 6, 2013 – 9:00 a.m. – 12:00 p.m. – 3rd Business Session

Members of the Board and those assuming board member chairs need to check in with secretary prior to the start of each Board meeting.

Call to order	Amy Kellogg, President
Pledge of Allegiance	Colleen Ostiguy, President Elect
Opening Remarks	Amy Kellogg, President
Welcome from Region 7	Mary Ellen Morgan and Lois Force, Co-Chairs of October Board
Quorum Declaration/voting strength	Debra Carlin, Secretary
Adoption of Board Meeting Rules	Sue Fayle, Parliamentarian
Adoption of Board meeting agenda	Amy Kellogg, President
Officer Reports	
Secretary report	Debra Carlin, Secretary
Actions of Executive Committee	
Minutes 06/05/12 Post Conference Board meeting	
President Elect report	Colleen Ostiguy
Treasurer's report	Mary Stelley, Treasurer
2 nd Vice President report	Theresa Fazzolari
1 st Vice President report	Renee Cerullo
President report	Amy Kellogg
Immediate Past State President Report	Sue Mager
Minutes 2012 June Conference	
Minutes 2012 Pre-Conference Board Meeting	

Standing Committee Reports

Other Committee Reports:

Manual of Instruction

Carolyn Frazier, Chair

MOI changes

Awards Coordinator

Linda Winston, Chair

Unfinished Business:

New Business:

Announcement of April Board Meeting Details

Adjournment

Amy Kellogg, President

Special Meeting Agenda

SPECIAL MEETING AGENDA

October 5, 2013 - 11:00 a.m. – 12:00 p.m., Holiday Inn, Waterloo, NY

The purpose of this meeting is to vote on a proposed RFP for legal services. Such legal services would include incorporating all NYS Women Inc. chapters and resolving outstanding IRS classification issues.

ALL MEMBERS IN GOOD STANDING SHALL HAVE VOTING PRIVILEGES AT THIS MEETING.

Call to order

Amy Kellogg, President

Quorum Declaration/voting strength

Debra Carlin, Secretary

RFP Recommendation

Other Business

Adjournment of Special Meeting

Amy Kellogg, President

Standing Rules for Board Meeting

Standing Rules for Board Meeting

1. All members shall keep registration badges in evidence throughout business and workshop sessions.
2. Main motions must be in writing and handed to the Recording Secretary.
3. All speakers shall state their name and the name of their chapter to which they belong.
4. When speaking to a motion, each speaker will declare if speaking in the affirmative or the negative and will be limited to two minutes.
5. Only members of the Board of Directors shall make and second motions and vote.
6. Members attending the meeting may speak to the motion, however, they may not vote.
7. A speaker cannot speak twice to the same motion until everyone else wishing to speak has done so.
8. Debate on each subject will be limited to ten (10) minutes inclusive of points of information, etc.
9. All guests granted permission to attend board meetings should sit in seats assigned by the Committee in charge of seating.
10. The privilege of the floor may be given to a visitor by majority vote of the Board of Directors.
11. There shall be a timekeeper at all business sessions.
12. The current edition of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for the conduct of business.
13. The President is empowered to make changes in the Business Agenda and Board Meeting Schedule to expedite the business of the Organization.
14. Reports not included in the Program Book will be placed on a separate table in the rear of the meeting room where they can be picked up by attendees. Pages will not be asked to distribute late reports.
15. All items of new business must be submitted to the Recording Secretary, in writing, on a Motion Form, prior to the start of the Business Session.
16. Anyone making an oral addition to a written report will be limited to three (3) minutes.
17. All personal communication devices such as, but not limited to, cell phones and pagers must be put on silent mode during business sessions, hearings and workshops, as well as other appropriate times such as guest speaker presentations. A \$5.00 penalty will be assessed for each violation; said penalty will be donated to NIKE.

Standing Rules for Special Meeting

STANDING RULES – SPECIAL MEETINGS

1. All members shall keep registration badges in evidence throughout Special Meetings.
2. Main motions must be in writing and handed to the Recording Secretary.
3. All speakers shall state their name and the name of the local chapter to which they belong.
4. When speaking to a motion, each speaker will declare if speaking in the affirmative or the negative and will be limited to two minutes.
5. Only duly credentialed members of the organization shall make and second motions and vote.
6. Members attending the meeting may speak to the motion.
7. A speaker cannot speak twice to the same motion until everyone else wishing to speak has done so.
8. Debate on each subject will be limited to ten (10) minutes inclusive of points of information, etc.
9. All guests granted permission to attend Special Meetings should sit in seats assigned by the Committee in charge of seating.
10. The privilege of the floor may be given to a visitor by majority vote of the membership present.
11. There shall be a timekeeper at all Special Meetings.
12. Any ballots resulting in a vote at the Special Meetings shall be destroyed at the close of the Board Meeting or Annual Conference.
13. Minutes of the Special Meeting shall be taken by the Recording Secretary and will be approved by the President and the Executive Committee.
14. The current edition of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for the conduct of business.
15. The President is empowered to make changes in the Special Meeting Agenda and Schedule to expedite the business of the organization.
16. All personal communication devices such as, but not limited to, cell phones and pagers must be put on silent mode during business sessions, hearings and workshops, as well as other appropriate times such as guest speaker presentations. A \$5.00 penalty will be assessed for each violation; said penalty will be donated to *NIKE*.

Keynote Speaker Bio

DEPARTMENT OF IMAGING SCIENCES



MEDICINE *of* THE HIGHEST ORDER

Dr. Avice O’Connell

Dr. Avice O’Connell, Professor of Clinical Imaging Sciences and Director of Women’s Imaging at the University of Rochester. She received her medical degree from Trinity College, Dublin Ireland and her radiology training and subsequent practice in Rochester, NY.

She specializes in all aspects of breast imaging including screening, diagnosis, minimally invasive biopsies and follow up after cancer diagnosis.

Her research involves cutting edge new technologies, in particular, cone beam Ct of the breast.

Dr. O’Connell is a world renowned speaker and is very active in teaching medical students, residents and is frequently solicited for her expert opinion in the media.

President Report

Report Author:	Amy Kellogg, President
Name of ARD or Committee Members:	State President
Goals:	<ol style="list-style-type: none"> 1. Increase membership 2. Plan and execute a series of workshops at all State meetings to educate the members on a variety of important topics 3. Maintain and increase communication with the membership 4. Institute a mid-month mini-communicator 5. Promote greater interaction between the chapters and the State 6. Support the chapters by providing resources and tools to attract and retain new members 7. Make changes to the MOI and bylaws as needed to increase the flexibility of the organization 8. Work with the bylaws committee to revamp the model chapter bylaws 9. Work with the communications committee to increase the visibility and profile of NYSWI 10. Write at least one article for every issue of NIKE 11. Work with the advocacy committee to highlight women's health issues and any other legislative issues of importance to women 12. Work with the PPD committee to ensure high numbers of participants in the speech competitions in June 13. Work with the membership committee to support any and all ideas for increasing membership 14. Work with the finance committee on any financial issues that may arise 15. Help to further streamline and update the new member process 16. Listen to the members and board on any and all ideas to help build and support NYSWI
Actions Taken on Goals:	

President Elect Report

Report Author:	Colleen Ostiguy, President Elect
Name of ARD or Committee Members:	
Goals:	<ul style="list-style-type: none"> • To research and implement a member benefits program. • To communicate and update the Regional and Assistant Regional Directors on any organizational issues. • To address Regional or Assistant Regional Directors concerns. • To update the Leadership Directory as necessary. • To serve as a liaison to the Bylaws Committee. • To continue working on the IRS/Incorporation chapter issues.
Actions Taken on Goals:	

2nd Vice President Report

Report Author:	Theresa Fazzolari
Name of ARD or Committee Members:	
Goals:	<ul style="list-style-type: none"> • To serve and work with the Executive Committee as best I can • To continue to promote our mission to build women personally, professionally and politically • Help PPD Committee with stated 2013-2014 goals as EC Liaison • To encourage members to become future leaders of this organization • Continue to get the word out about our organization and increase membership • Attend Region Meetings
Actions Taken on Goals:	

Treasurer Report

Report Author:	Mary Stelley
Name of ARD or Committee Members:	
Goals:	<ul style="list-style-type: none"> • Maintain accurate recordkeeping of financial records; prepare and distribute financial reports to EC, board and membership; • Assist and mentor chapter treasurers; • Send chapters liability invoices after self-audit completed; issue certificates for special events; • Assist database chair with renewal of dues; • Assist finance committee with RFPs, 2014-15 budget and other documents; • After close of year submit records to Berard & Donahue, CPAs, PC for financial audit
Actions Taken on Goals:	

Immediate Past President Report

Report Author:	Susan Mager, Immediate Past State President
Name of ARD or Committee Members:	
Goals:	<ul style="list-style-type: none"> • Serve as consultant upon request of President Kellogg, the EC and/or BOD to the best of my ability. • Approve, with the Parliamentarian, the 2013 Annual Conference Minutes in a timely manner, and post to website. • Mentor future officers to serve this organization. • In the capacity of New York State Women in Business Chair, prepare a program guide for the website and create a display at the Fall meeting highlighting NYSW, Inc, members in business.
Actions Taken on Goals:	

Bylaws Committee Report

Report Author:	Margherita Clemento, Bylaws Chair
Name of ARD or Committee Members:	
Goals:	<ul style="list-style-type: none"> • Update Model Local Chapter bylaws. Prepare Model Local Chapter Duties and Responsibilities. • Urge Local Chapters to revise their bylaws to conform with NYSWI bylaws. • Offer assistance in preparing these revised bylaws. • Review and approve the revised Local Chapter's bylaws. • Present a workshop.
Actions Taken on Goals:	

Communications Committee Report

Report Author:	Linda Przepasniak
Name of ARD or Committee Members:	<p>Communications Committee Linda Przepasniak, Chair Karen Hunter, Vice Chair</p> <p>Committee Members: NIKE: Katherine Smith, Ramona Gallagher, Robin Bridson Public Relations: Robin Allen Communicator: Karen Hunter</p>
Goals:	<ul style="list-style-type: none"> • Improve statewide visibility • Work with chapters/regions to create and enhance local websites; • Promote NYSW, Inc. events and activities through print and electronic media; • Publish more member-generated articles, including descriptions of chapter activities; • Prepare and present communications/technology workshops at state meetings; • Improve communications among chapters, regions and state leadership
Actions Taken on Goals:	

Finance Report

Report Author:	Diane Dinsmore, Finance
Name of ARD or Committee Members:	Finance
Goals:	<ul style="list-style-type: none">• Serve as watchdog of all State finances and accounts and make recommendations to EC• Assist State treasurer as necessary• Assist Regional and Local treasurers as necessary• Issue RFP's as requested and advise on implementation
Actions Taken on Goals:	

Advocacy Committee Report

Report Author:	Joann Olbrich
Name of ARD or Committee Members:	
Goals:	<ul style="list-style-type: none">• Keep members informed about New York State and Federal legislation that is relevant to our Legislative Platform and Advocacy Statement• Assist with workshops that help members become more adept at political action.
Actions Taken on Goals:	

Membership Report

Report Author:	Neale Steiniger, Membership Chair
Name of ARD or Committee Members:	<p>Neale Steiniger, Chair 718 816 0093 nsteiniger@si.rr.com</p> <p>Dana Rachlin, Vice Chair 718 948 8933 drachlin@courts.state.ny.us</p> <p>Mary Ellen Morgan, Chapter Liaison 315 536 8440 dmmea@aol.com</p> <p>Committee Members Local Chapter Membership Chairs and Asst. Region Directors</p>
Goals:	<ul style="list-style-type: none">• Develop a membership tip-list for retaining members and generating new members• Coordinate with Local chapters to contact Lapsed Members• Contact and follow-up prospective member's website inquiries• Contact 'challenged' chapters• Develop the 2013-14 Membership Award• Write articles for Nike and the Communicator• Prepare workshop for October Board meeting and Annual Conference
Actions Taken on Goals:	

Personal and Professional Development Report

Report Author:	Gale Cohen
Name of ARD or Committee Members:	Kathleen Pernice Career Recognition Linda Provo New Careerist Mary Ellen Morgan Political Development Helen Ricco Youth leadership Lois Force Athena Society
Goals:	<ul style="list-style-type: none"> • Streamline ppd program • Motivate RD, ARD, Committee members to send candidates to conference in June personally call each chapter President to answer any questions or concerns
Actions Taken on Goals:	<ul style="list-style-type: none"> • New guidelines were submitted to expedite the application to encourage more participants to enroll • articles in Communicator and Nike ongoing

Region 2 Report

Report Author:	Maria Barnas Region 2 director
Name of ARD or Committee Members:	
Goals:	<ul style="list-style-type: none"> • Encouraging a feeling of community within the Region • Being a Resource person for the chapters • Increasing membership
Actions Taken on Goals:	

Region 3 Report

Report Author:	Jennifer Charron, Region 3 Director
Name of ARD or Committee Members:	Pat Hendrickson, Assistant Region Director
Goals:	<ul style="list-style-type: none"> • Visit with all local chapters throughout the year. • Charter eNetwork Chapter • Attend all Region and State meetings
Actions Taken on Goals:	

Region 4 Report

Report Author:	Colleen White Tyll, Region 4 RD
Name of ARD or Committee Members:	Marie Johnson, ARD
Goals:	<ul style="list-style-type: none"> • Complete financial bank transfers for merger. • Minimum of monthly e-mail contact with every Region member. • Increase Region meetings from 2 per year to 3 per year. • Evaluate increase in Region dues. • Engage Chapters to support and participate in charitable activities of each other. • Send monthly membership reports to each member. • Encourage participation in State programs and to change up Chapter programs from previous years.
Actions Taken on Goals:	

Region 5 Report

Report Author:	Helen Rico, Region V Director
Name of ARD or Committee Members:	Robin Bridson, ARD
Goals:	<ul style="list-style-type: none"> • Call two Regional Meetings; one in the Fall and one in the Spring in Region V. • Welcome St Lawrence County Chapter as a new local in the Region • Make our number one initiative MEMBERSHIP • Visit each local chapter at least once during the year • Conduct a successful Fall Regional meeting on September 28, 2013 at the Griffiss Institute hosted by the Rome Professional and Business Chapter.
Actions Taken on Goals:	

Region 7 Report	
Report Author:	Lois Force, loisforce@gmail.com and Ruthann Rocque
Name of ARD or Committee Members:	Region 7 Co-Directors
Goals:	<ul style="list-style-type: none"> • To open the communications between the Chapters within our Region • Getting the word out about our Region Scholarship • Helping our Chapter with membership • Putting together a Women's weekend for all to attend August 1-3 • Work on getting chapter participation in state events
Actions Taken on Goals:	

Women's Day at the NYS Fair Committee Report	
Report Author:	Pat Ferguson, Women's Day at the Fair
Name of ARD or Committee Members:	Cheryl Lavin, Vice Chair
Goals:	<ul style="list-style-type: none"> • To promote NYS Women Inc. • To provide programming for NYS Women Inc.
Actions Taken on Goals:	We hosted a table/booth at the NYS Fair Women's Day, through the auspices of the Vision Committee, became very proactive this year. The event, held on Wednesday, August 28, 2013, has been an annual day since 1934. We did advertising, held a membership raffle and passed out Pay Day bars to promote us in addition to having 24 members attend the program/luncheon. Please see the Communicator and NIKE articles for details and the many thanks to members.

Youth Leadership Report

Report Author:	Helen Rico
Name of ARD or Committee Members:	Helen Rico, Youth Leadership Chair Karen Hunter, Local Leadership Chair
Goals:	<ul style="list-style-type: none">• To provide a great experience for girls attending the 2013 Youth Leadership Conference• To introduce the girls to the Reality Store• To provide the girls the opportunity to meet professional and business women and network throughout the weekend
Actions Taken on Goals:	

APPENDIX: Voting Items

Legal

Voting Item for October Board Meeting

One of the items to be voted on by the Board and the membership at the October Board meeting will be a motion to accept an RFP for legal services.

At the June 2013 Conference, a motion was made authorizing the Finance Committee to draft a request for proposal (RFP) in order to obtain quotes from law firms to determine (1) the price per chapter to incorporate chapters not currently incorporated, (2) investigate a group exemption filing status for the State and chapters with the IRS and (3) clarify the IRS filing status of the State organization. The Executive Committee (EC) received the Finance Committee's RFP at the end of July, approved it and requested that it be placed on the New York State Women Inc. website until August 23, 2013.

After the August 23, 2013 deadline, the EC held a meeting via teleconference to discuss the RFPs. One law firm provided the organization with an RFP, which the EC approved. A motion was made by the EC to accept the RFP and send it to the October Meeting to be voted on by the Board. If the Board accepts the RFP, it will be sent to the Special Members Meeting to be voted on by the membership.

According to the RFP, the law firm estimates that the legal fees would be \$14,000 to \$16,500 for the work outlined above.

MOI 2.01 Athena Society

Section Name: Chairs

Section Number: 2.01

Title: Athena Society

Description:

The Athena Society Program is a mentoring/community/volunteer service opportunity that can be implemented by one or more chapters or by one or more individual members. The Athena Society Program provides resources to assist active woman in the military and women veterans in their transition from military service into the civilian workforce. Athena Society facilitates successful career transitions through training, networking, personal and professional support. The Athena Society Program offers participation in the New Careerist, and the Career Recognition Program. It additionally reaches out to active military women and spouse and families of active military. It introduces participants to the Mission and Vision of New York State Women, Inc.

Structure of Committee: The Athena Society Program shall consist of a Chair and members.

Duties of the Athena Society Program Sub-Chair:

- Shall serve as a Sub-Chair and Committee member of the Personal and Professional Development Committee and will coordinate activities with the **Political** Development Program, New Careerist Program, Career Recognition Program and the Youth Leadership/Girl Scout Link Program Sub-Chairs to hold programs which directly promote personal and professional development at all stages of life.
- Work closely with the Personal and Professional Development Chair to communicate regularly on programs, policies, procedures and directives. Review the New York State Women, Inc. Athena Society Program budget and make recommendations and suggestions to the Personal and Professional Development Chair.
- Select the New York State Women, Inc. Athena Society Committee.
- Continue developing the program by updating and providing information in Tool Kit 2.01 as new avenues develop to assist women in the military and their families.
- Prepare information regarding the New York State Women, Inc. Athena Society Program as soon as possible after the Conference for distribution to the Region Directors, the Chapters and the membership via e-mail, handouts, articles for NIKE and the Communicator, in compliance with the guidelines provided in Toolkit 2.01 Athena Society Guidelines.
- Report to the Executive Committee, the Board of Directors and the Membership by preparing Committee reports for The New York State Women, Inc. Board and State Conference meetings.
- Act as the Representative of the Personal and Professional Development Chair at Fall Board, Winter Board and State Conference upon request of the Chair.

Financial Implications

Funds are allocated in the New York State Women, Inc. Budget and allowable expenses shall be reimbursed to the Sub-Chair.

Duties of the Region Athena Society Sub-Chair:

- Coordinate with the activities of the **Political** Development Program, the Career Recognition Program, the Youth Leadership Program/Girl Scout Link Chairs to hold joint programs that directly promote personal and professional development at all life stages.
- Work closely with the **Political** Development Program, the Career Recognition Program, , the Youth Leadership Program/Girl Scout Link Chairs to communicate regularly on programs, policies, procedures, directives and budgets.

- Organize, coordinate, promote and develop the programs at the Region and Chapter levels, in compliance with the guidelines provided by New York State Women, Inc. Manual of Instructions.
- Present on behalf of the **Political** Development Program, the New Careerist Program, the Career Recognition Program, the Youth Leadership Program/Girl Scout Link Chairs at any joint presentations, if and when, the individual Chair or their Committee representatives are unavailable for a scheduled presentation at Region or Chapter meetings.
- Upon vacating the Chair position, the current Chair will arrange a transitional meeting with the incoming Chair and forward the files.

Financial Implications

Funds are allocated in the Region Budget and allowable expenses shall be reimbursed to the Chair.

Duties of the Chapter Athena Society Sub-Chair Chair:

- Coordinate with the activities of the **Political** Development Program, the Career Recognition Program, the Youth Leadership Program/Girl Scout Link Chairs to hold joint programs that directly promote personal and professional development at all life stages.
- Work closely with the **Political** Development Program, the Career Recognition Program, the Youth Leadership Program/Girl Scout Link Chairs to communicate regularly on programs, policies, procedures, directives and budgets.
- Organize, coordinate, promote and develop the program at the Chapter level, in compliance with the guidelines provided by New York State Women, Inc. Manual of Instructions.
- Present on behalf of the **Political** Development Program, the New Careerist Program, the Career Recognition Program, the Youth Leadership Program/Girl Scout Link Chairs at any joint presentations, if and when, the individual Chair or their Committee representatives are unavailable for a scheduled presentation at Chapter meetings.
- Upon vacating the Chair position, the current Chair will arrange a transitional meeting with the incoming Chair and forward the files.

Financial Implications

Funds are allocated in the Chapter Budget and allowable expenses shall be reimbursed to the Chair.

Included in the Toolkit

For more information go to: newyorkstatewomeninc.org

TK 2.01 Athena Society Resource Manual

Note: Resource Manual contains information regarding how to assist military women and spouses of military.

Date of Board Approval: 10/13/12

Effective Date: 10/13/12

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

MOI 2.04 Career Recognition

Section Name: Chairs

Section Number: 2.04

Title: Career Recognition

Description:

The New York State Women, Inc. Career Recognition Program is a mentoring program wherein the Chapter recognizes a member or potential member who meets the criteria as a Candidate to the Speech Competitions and develops a mentoring partnership with another member or members to develop the public speaking skills necessary to compete at a Chapter, Region and State Speech Competition. The speech competitions provide a forum for opportunities in networking, personal and professional development, educational programs, increased visibility and opportunities to learn about issues of concern to working women. New York State Women, Inc. **Career Recognition** Program Speech Competition introduces candidates to the Mission and Vision of New York State Women, Inc. and mark levels of progression through the program.

The Speech Competition **recognizes the accomplishments as a result of a career change documenting the challenges encountered behind the decision, an exceptional achievement or advancement in their current career in the past three (3) years or an exceptional achievement in the area of volunteerism during the 1st three (3) years.** The New York State Women, Inc. Career Recognition Speech Competition involves a competitive selection process within Chapters, Regions and the New York State Women, Inc. State Conference competition. Selection is based on written and biographical information, judge's interviews, group interaction, and prepared speech competition on a specifically chosen topic.

Structure of Committee: The New York State Women, Inc. Career Recognition Program Committee shall consist of a Chair and members.

Duties of the New York State Women, Inc. Career Recognition Program Sub-Chair:

- Shall serve as a Sub-Chair and Committee member of the Personal/Professional Development Committee and will coordinate activities with **the Political Development** Program, New Careerist Program, Athena Society Program and the Youth Leadership/Girl Scout Link Program Sub-Chairs to hold programs which directly promote personal and professional development at all stages of life.
- Work closely with the Personal/Professional Development Chair to communicate regularly on programs, policies, procedures and directives. Review the New York State Women, Inc. Career Recognition Program and Speech Competition budget and make recommendations and suggestions to the Personal/Professional Development Chair.
- Select the New York State Women, Inc. Career Recognition Speech Competition Committee
- Organize, coordinate, promote and develop the New York State Women, Inc. Career Recognition Speech Competition at the State, Region and Chapter levels, in compliance with the guidelines provided in Toolkit 2.04 Career Recognition Program Speech Guidelines.
- Prepare information regarding the New York State Women, Inc. Career Recognition Speech Competition by **the first Board meeting**, and for distribution to the **Region** Directors, the **Local Chapters** and the membership via e-mail, handouts, articles for NIKE, and/or articles for the Communicator, in compliance with the guidelines provided in Toolkit 2.04 Career Recognition Program Speech Guidelines.
- Act as the Representative of the Personal/Professional Development Chair at Fall Board, Winter Board and State Conference upon request of the Chair.

Financial Implications

Funds are allocated in the New York State Women, Inc., budget

Duties of the Region Career Recognition Sub-Chair:

- Coordinate with the activities of the **Political Development** Program, the New Careerist Program, the Athena Society Program, the Youth Leadership Program/Girl Scout Link Chairs to hold joint programs that directly promote personal and professional development at all life stages.
- Organize, coordinate, promote and develop the programs at the Region and Chapter levels, in compliance with the guidelines provided by New York State Women, Inc. Toolkit 2.04 Career Recognition Speech Competition Guidelines
- Present on behalf of **the Political Development** Program, the New Careerist Program, the Career Recognition Program, the Athena Society Program, the Youth Leadership Program/Girl Scout Link Chairs at any joint presentations, if and when, the individual Chair or their Committee representatives are unavailable for a scheduled presentation at Region or Chapter meetings.
- Upon vacating the Chair position, the current Chair will arrange a transitional meeting with the incoming Chair and forward the files.

Financial Implications

Funds are allocated in the Region Budget and allowable expenses shall be reimbursed to the Chair, fees for allowable expenses for Speech Candidates shall be obtained from the Region Treasurer.

Duties of the Chapter Career Recognition Sub-Chair:

- Coordinate with the activities of the **Political Development** Program, the New Careerist Program, the Athena Society Program, the Youth Leadership Program/Girl Scout Link Chairs to hold joint programs that directly promote personal, professional and **political** development at all life stages.
- Organize, coordinate, promote and develop the program at the Chapter level, in compliance with the guidelines provided by New York State Women, Inc. Toolkit 2.04 Career Recognition speech competition Guidelines.
- Present on behalf of the Personal and Professional Development Program, the New Careerist Program, the Career Recognition Program, the Athena Society Program, the Youth Leadership Program/Girl Scout Link Chairs at any joint presentations, if and when, the individual Chair or their Committee representatives are unavailable for a scheduled presentation at Chapter meetings.
- Upon vacating the Chair position, the current Chair will arrange a transitional meeting with the incoming Chair and forward the files.

Financial Implications

Funds are allocated in the Chapter Budget and allowable expenses shall be reimbursed to the Chair, fees for allowable expenses for Speech Candidates shall be obtained from the Chapter Treasurer

Included in the Toolkit

For more information go to: newyorkstatewomeninc.org

TK 2.04 Career Recognition Program Speech Competition Guidelines

Note: Guidelines contain eligibility criteria, speech topic, application, judging criteria and score sheets.

Guidelines specific to the responsibilities for the Chairs at the State, Region and Chapter levels to conduct their respective speech competition is included.

Date of Board Approval: 2/28/09 amended 10/13/12

Effective Date: 02/28/09

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

Section Name: Chairs

Section Number: 2.15

Title: New Careerist

Description:

New York State Women, Inc. New Careerist Program is a mentoring program wherein the Chapter recognizes a member or potential member who meets the criteria as a Candidate to the Speech Competitions and develops a mentoring partnership with another member or members to develop the public speaking skills necessary to compete at a Chapter, Region and State Speech Competition. The speech competitions provide a forum for opportunities in networking, personal and professional development, educational programs, increased visibility and opportunities to learn about issues of concern to working women. New York State Women, Inc. New Careerist Program Speech Competition introduces candidates to the Mission and Vision of New York State Women, Inc. and mark levels of progression through the program.

New York State Women, Inc. New Careerist Speech Competition recognizes the accomplishments of women between the ages of 21 and 35 who have been employed full time for a minimum of one year and less than three years in their career area and provides them with professional development skills and opportunities. New York State Women, Inc. New Careerist Speech Competition involves a competitive selection process within Local Chapters, Regions and the State Conference competition. Selection is based on written and biographical information, judge's interviews, group interaction and a prepared speech competition on specifically chosen topics. (Included in Toolkit 2.15 New Careerist Program Speech Guidelines)

Structure of Committee: New Careerist Program Committee shall consist of a Chair and members.

Duties of the New York State Women, Inc. New Careerist Program Sub-Chair:

- Shall serve as a Sub-Chair and Committee member of the Personal and /Professional Development Committee and will coordinate activities with the **Political** Development Program, Career Recognition Program, Athena Society Program and the Youth Leadership/Girl Scout Link Program Sub-Chairs to hold programs which directly promote personal and professional development at all stages of life.
- Work closely with the Personal and Professional Development Committee Chair to communicate regularly on programs, policies, procedures, directives and budgets to fulfill the responsibilities of the Sub-Chair position. Make recommendations and suggestions to the Personal/ and Professional Development Chair.
- Select the New York State Women, Inc. New Careerist Program Committee
- Organize, coordinate, promote and develop the New York State Women, Inc. New Careerist Program Speech Competition at the State, Region and Chapter levels, in compliance with the guidelines provided in Toolkit 2.15 New Careerist Program Speech Guidelines.
- Act as the Representative of the Personal and Professional Development Chair at Board and State Conference meetings upon request of the Chair.
- Upon vacating the Chair position, the current Chair will arrange a transitional meeting with the incoming Chair.

Financial Implications

Funds are allocated in the New York State Women, Inc. Budget for the New Careerist Speech Competition awards and allowable expenses.

Duties of the Region New Careerist Sub-Chair:

- Coordinate with the activities of the **Political** Development Program, the Career Recognition Program, the Athena Society Program, the Youth Leadership Program/Girl Scout Link Chairs to hold joint programs that directly promote personal and professional development at all life stages.
- Organize, coordinate, promote and develop the programs at the Region and Chapter levels, in compliance with the guidelines provided by New York State Women, Inc. Toolkit 2.15, New Careerist Speech Competition Guidelines.
- Present on behalf of the **Political** Development Program, the New Careerist Program, the Career Recognition Program, the Athena Society Program, the Youth Leadership Program/Girl Scout Link Chairs at any joint presentations, if and when, the individual Chair or their Committee representatives are unavailable for a scheduled presentation at Region or Chapter meetings.
- Upon vacating the Chair position, the current Chair will arrange a transitional meeting with the incoming Chair and forward the files.

Financial Implications

Funds are allocated in the Region Budget and allowable expenses shall be reimbursed to the Chair, fees for allowable expenses for Speech Candidates shall be obtained from the Region Treasurer.

Duties of the Chapter New Careerist Sub-Chair:

- Coordinate with the activities of the **Political** Development Program, the Career Recognition Program, the Athena Society Program, the Youth Leadership Program/Girl Scout Link Chairs to hold joint programs that directly promote personal and professional development at all life stages.
- Organize, coordinate, promote and develop the program at the Chapter level, in compliance with the guidelines provided by New York State Women, Inc. Toolkit 2.15, New Careerist Speech Competition Guidelines.
- Present on behalf of the **Political** Development Program, the New Careerist Program, the Career Recognition Program, the Athena Society Program, the Youth Leadership Program/Girl Scout Link Chairs at any joint presentations, if and when, the individual Chair or their Committee representatives are unavailable for a scheduled presentation at Chapter meetings.
- Upon vacating the Chair position, the current Chair will arrange a transitional meeting with the incoming Chair and forward the files.

Financial Implications

Funds are allocated in the Chapter Budget and allowable expenses shall be reimbursed to the Chair, fees for allowable expenses for Speech Candidates shall be obtained from the Chapter Treasurer.

Included in the Toolkit

For more information go to: newyorkstatewomeninc.org

TK 2.15 New Careerist Program Speech Competition Guidelines

Note: Guidelines contain eligibility criteria, speech topic, application, judging criteria and score sheets.

Guidelines specific to the responsibilities for the Chairs at the State, Region and Chapter levels to conduct their respective speech competition is included.

Date of Board Approval: 2/28/09 amended 10/13/12

Effective Date: 2/28/09

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

MOI 2.21 Personal and Professional Development Standing Chair

Section Name: Chairs

Section Number: 2.20

Title: Personal and Professional Development Standing Chair

Description The Personal and Professional Development Standing Chair is responsible for coordinating and supporting the efforts of the Athena Society Chair, Career Recognition Program Chair, New Careerist Program Chair, **Political Development Program Chair**, the Youth Leadership Program and the Girl Scout Link.

Structure of Committee: The Personal and Professional Development Committee will consist of the Athena Society Chair, Career Recognition Program Chair, New Careerist Program Chair, **Political Development Program Chair**, the Youth Leadership Program and the Girl Scout Link.

Duties of the State Chair

- 1) Coordinate and support the efforts of the Personal and Professional Development Programs.
- 2) Work closely with the Personal and Professional Development Committee to develop goals for the year
- 3) Assist the Personal and Professional Development Committee to organize, coordinate, promote and communicate regularly on Personal and Professional Development Programs
- 4) Review the budget for items affecting the Personal and Professional Development 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 Personal and Professional Development 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 Personal and Professional Development Committee which, depending on the requirements of the Region, might be composed of the Athena Society Chair, Career Recognition Program Chair, New Careerist Program Chair, **Political Development Program Chair**, the Youth Leadership Program and the Girl Scout Link.

Duties of the Chapter Chair

Coordinate and support the efforts of the Personal and Professional Development Committee which, depending on the requirements of the Chapter, might be composed of the Athena Society Chair, Career Recognition Program Chair, New Careerist Program Chair, **Political Development Program Chair**, the Youth Leadership Program and the Girl Scout Link

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: 09/24//2011 amended 10/13/12

Effective Date: 09/24//2011

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

MOI 2.21 Political Development

Section Name: Chairs

Section Number: 2.21

Title: Political Development

Description:

The **Political Development** Program is a mentoring program wherein the Chapter recognizes a member or potential member who meets the criteria as a Candidate to the Speech Competitions and develops a mentoring partnership with another member or **members to develop the skills necessary to advocate for an issue from the NYS Women, Inc. Legislative Agenda and compete at a Chapter, Region and State Speech Competition.**

The Speech Competition provides competitive opportunities in public speaking. It is a self confidence building competition designed to develop and refine skills in advocating and effective communication. The New York State Women, Inc. **Political Development** Speech Competition involves a competitive selection process within Chapters, Region and the New York State Women, Inc. State Conference competition. Selection is based on written and biographical information, judge's interviews, group interaction, **and the speech competition on the advocacy efforts of the competitor.** .

Committee: The **Political Development** Program Committee shall consist of a Chair and members

Responsibilities of the Political Development Program Sub-Chair:

- Shall serve as a Sub-Chair and Committee member of the Personal and Professional Development Committee and will coordinate activities with the Career Recognition Program, New Careerist Program, Athena Society Program and the Youth Leadership/Girl Scout Link Program Sub-Chairs to hold programs which directly promote personal and professional development at all stages of life.
- Work closely with the Personal and Professional Development Chair to communicate regularly on programs, policies, procedures and directives. Review the New York State Women, Inc. **Political Development Program** and Speech Competition budget and make recommendations and suggestions to the Personal and Professional Development Chair.
- Select the New York State Women, Inc. **Political Development** Speech Competition Committee
- Organize, coordinate, promote and develop the New York State Women, Inc. **Political Development** Speech Competition as outlined in the Toolkit 2.21 **Political Development** Program Speech Guidelines.

Financial Implications

- Funds are allocated in the New York State Women, Inc. Budget, the **Political Development** Speech Competition awards shall be given and allowable expenses shall be reimbursed to the Chair.

Duties of the Sub-Chair: Region Political Development

- Coordinate with the activities of the Personal and Professional Development Program, the Career Recognition Program, the New Careerist Program, the Athena Society Program, the Youth Leadership Program/Girl Scout Link Chairs to hold joint programs that directly promote personal, professional **and political** development at all life stages.

- Present on behalf of the Personal and Professional Development Program, the New Careerist Program, the Career Recognition Program, the Athena Society Program, the Youth Leadership Program/Girl Scout Link Chairs at any joint presentations, if and when, the individual Chair or their Committee representatives are unavailable for a scheduled presentation at Region or Chapter meetings.
- Organize, coordinate, promote and develop the programs at the Region and Chapter levels as outlined in the Toolkit 2.21 **Political Development** Program Speech Guidelines
- Upon vacating the Chair position, the current Chair will arrange a transitional meeting with the incoming Chair and forward the files.

Financial Implications

Funds are allocated in the Region Budget and allowable expenses shall be reimbursed to the Chair, fees for allowable expenses for Speech Candidates shall be obtained from the Region Treasurer.

Duties of the Chapter Sub-Chair: Region Personal and Professional Development

- Coordinate with the activities of the Personal and Professional Development Program, the Career Recognition Program, the New Careerist Program, the Athena Society Program, the Youth Leadership Program/Girl Scout Link Chairs to hold joint programs that directly promote personal, professional **and political** development at all life stages.
- Present on behalf of the Personal and Professional Development Program, the New Careerist Program, the Career Recognition Program, the Athena Society Program, the Youth Leadership Program/Girl Scout Link Chairs at any joint presentations, if and when, the individual Chair or their Committee representatives are unavailable for a scheduled presentation at Chapter meetings.
- Organize, coordinate, promote and develop the programs at the Region and Chapter levels as outlined in the Toolkit 2.21 **Political Development** Program Speech Guidelines
- Upon vacating the Chair position, the current Chair will arrange a transitional meeting with the incoming Chair and forward the files.

Financial Implications

Funds are allocated in the Chapter Budget and allowable expenses shall be reimbursed to the Chair, fees for allowable expenses for Speech Candidates shall be obtained from the Chapter Treasurer

Included in the Toolkit

For more information go to: newyorkstatewomeninc.org

TK 2.21 Political Development Program Speech Competition Guidelines

Note: Guidelines contain eligibility criteria, speech topic, application, judging criteria and score sheets.

Guidelines specific to the responsibilities for the Chairs at the State, Region and Chapter levels to conduct their respective speech competition is included.

Date of Board Approval: 2/28/09 amended 10/13/12

Effective Date: 2/28/09

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

MOI 2.35 Youth Leadership Program (Sub-Chair)

Section Name: Chairs

Section Number: 2.35

Title: Youth Leadership Program (Sub-Chair)

Description:

The New York State Women, Inc. Youth Leadership Program is a mentoring and volunteer program wherein members volunteer to participate in the Reality Store and develop a mentoring partnership with high school students (ages 15-18).

The Reality Store, which is trademarked by BPW Indiana, is a financial simulation allowing high school students (ages 15-18) to choose their future careers and make decisions about their lifestyles based on their financial savvy. The Career Development Opportunities Inc, 501 C (3) members have been sponsoring the New York State Women Inc Youth Leadership Conference for the last several years by presenting the Reality Store to high school students.

What happens at the Reality Store is its similarity to a "Human Monopoly Game" Students learn about financial responsibilities (whether or not they have enough money to buy Baltic Avenue or Park Place) Utilities, Transportation as well as other life choices. Students literally walk from table to table and make a decision regarding what they can or cannot afford, based on their individual circumstances.

The **Reality Store** is a fun simulation that helps students connect academic achievement with the kind of lifestyle they envision for themselves after graduation. Students are assigned salaries based on their career selection. Then, they proceed from table to table (staffed by volunteers) to buy housing, transportation, groceries, insurance, furniture, clothing, electronics, vacations, utilizes, child care, pets, electronics, and other real life elements.

Structure of Committee: The New York State Women, Inc. Youth leadership Program Committee shall consist of a Chair and members.

Duties of the New York State Women, Inc. Youth Leadership Program Sub-Chair:

- Shall serve as a Sub-Chair and Committee member of the Personal/Professional Development Committee and will coordinate activities with the **Political Development** Program, New Careerist Program, Athena Society Program and the Career Recognition Program Sub-Chairs to hold programs which directly promote personal and professional development at all stages of life.
- Work closely with the Personal/Professional Development Chair to communicate regularly on programs, policies, procedures and directives. Review the New York State Women, Inc. Youth Leadership Program budget and make recommendations and suggestions to the Personal/Professional Development Chair.
- Select the New York State Women, Inc. Youth Leadership Committee
- Organize, coordinate, promote and develop the New York State Women, Inc. Youth Leadership Program at the State, Region and Chapter levels, in compliance with the guidelines provided in Toolkit 2.35 Youth Leadership Program Guidelines.
- Prepare information regarding the New York State Women, Inc. Youth Leadership Program for distribution to the Region Directors, the Chapters and the membership via e-mail, handouts, articles for NIKE, and/or articles for the Communicator, in compliance with the guidelines provided in Toolkit 2.35 Youth Leadership Program Guidelines.
- Report to the Executive Committee, the Board of Directors and the Membership by preparing Committee reports for The New York State Women, Inc. Board Meetings and State Conference.
- Encourage each Region to sponsor, at minimum, one student to the New York State Women, Inc. Youth Leadership Program annually.
- Act as the Representative of the Personal/Professional Development Chair at Board meetings upon request of the Chair.

Financial Implications

Funds are allocated in the New York State Women, Inc., annual budget.

Duties of the Region Youth Leadership Sub-Chair:

- Coordinate with the activities of the **Political Development** Program, the Career Recognition Program, the Athena Society Program, the New Careerist Program Chairs to hold joint programs that directly promote personal and professional development at all life stages.
- Work closely with the **Political Development** Program, the Career Recognition Program, the Athena Society, the New Careerist Program Chairs to communicate regularly on programs, policies, procedures, directives and budgets.
- Organize, coordinate, promote and develop the programs at the Region and Chapter levels, in compliance with the guidelines provided by New York State Women, Inc. Manual of Instructions.
- Present on behalf of the **Political Development** Program, the Career Recognition Program, the Athena Society Program, the New Careerist Program Chairs at any joint presentations, if and when, the individual Chair or their Committee representatives are unavailable for a scheduled presentation at Region or Chapter meetings.
- Assist the Youth Leadership Participants with preparation of the application, Registration for the meeting and hotel arrangements.
- Coordinate the Youth Leadership Program for the State meeting with the respective State Sub-Chair, including submitting the required applications to the State Chair by the deadline date established by the State Chair.
- Upon vacating the Chair position, the current Chair will arrange a transitional meeting with the incoming Chair and forward the files.

Financial Implications

Funds may be allocated in the Region Budget and allowable expenses shall be reimbursed to the Chair, fees for allowable expenses for Youth Leadership Participants shall be obtained from the Region Treasurer.

Duties of the Chapter Youth Leadership Program Sub-Chair:

- Coordinate with the activities of the **Political Development** Program, the New Careerist Program, the Athena Society Program, the Career Recognition Program Chairs to hold joint programs that directly promote personal and professional development at all life stages.
- Work closely with the **Political Development** Program, the New Careerist Program, the Athena Society, the Career Recognition Program Chairs to communicate regularly on programs, policies, procedures, directives and budgets.
- Organize, coordinate, promote and develop the program at the Chapter level, in compliance with the guidelines provided by New York State Women, Inc. Manual of Instructions.
- Present on behalf of the **Political Development** Program, the New Careerist Program, the Career Recognition Program, the Athena Society Program at any joint presentations, if and when, the individual Chair or their Committee representatives are unavailable for a scheduled presentation at Chapter meetings.
- Coordinate the Youth Leadership Program for the Chapter..
- Assist the Youth Leadership Participants with preparation of the application,
- Upon vacating the Chair position, the current Chair will arrange a transitional meeting with the incoming Chair and forward the files.

Financial Implications

Funds may be allocated in the Chapter Budget and allowable expenses shall be reimbursed to the Chair, fees for allowable expenses for Youth Leadership Participants shall be obtained from the Chapter Treasurer

Included in the Toolkit

For more information go to: newyorkstatewomeninc.org

TK 2.35 Youth Leadership Program Guidelines

Note: Guidelines contain eligibility criteria, application, judging criteria and score sheets. Guidelines specific to the responsibilities for the Chairs at the State, District/Region and Chapter levels to conduct their respective speech competition is included.

TK 2.35 Youth Leadership Conference Registration, Medical, Liability Waiver Forms

Date of Board Approval: 4/6/2013

Effective Date: 4/6/2013

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws

Article XVI: Standing Committees, Section 7

Article XII: Duties of Officers, Section 1

Article XIV: Executive Committee, Section 2(d)

MOI 3.07a State Meetings: Board, Conference on-site

This is available on the NYSWI website and will be available in hard copy at the Board Meeting.

TK 2.21 Political Development Speech Competition Guidelines

This is available on the NYSWI website and will be available in hard copy at the Board Meeting.

Evaluation Form



**October Board 2013
Holiday Inn, Waterloo**

Instructions: Please rate all categories on a scale from 1 (low) to 10 (high).

____ Overall ____ Facility Choice ____ Registration ____ Business Sessions

MEETINGS

____ **1st Business Session** ____ **2nd Business Session** ____ **3rd Business Session**

____ **Luncheon / Keynote Speaker** - Dr. Avice O'Connell, Professor of Clinical Imaging Sciences and Director of Women's Imaging at the University of Rochester Presenting a program entitled "Breast Density- what does it mean and why is it so Important"

WORKSHOPS AND EVENTS:

____ **"Learning the Ins and Outs of Being an Officer"** Colleen Ostiguy, President-Elect

____ **"Is this thing on?"** Robin Bridson, ARD Region 5

____ **"Nothing about US without US – Women Uniting"** Neale Steiniger, Membership Chair

____ **"Health Care Legislation and How It Affects You"** Cassie Hill from S2AY Rural Health Network

____ **Zumba Session** for Youth Leadership (and Anyone Else Who Would Like to Attend)

____ **Youth Leadership Dinner and Wine Tasting Event**

FUTURE PLANNING

What workshops would you like at future meetings? _____

Is this your first time at a NYS Women, Inc. Board Meeting? YES____ NO____

Did this October Board Meeting meet your expectations? YES____ NO____

Any other comments? _____
