

Manual of Instruction

Section Name: Officers & Advisors

Section Number: 1.05

Title: Vice President

Description: The Vice President serves on the Executive Committee, Leadership Team and as the liaison for Standing and Special Chairs as requested by the President.

Duties of the State Officer

- 1) Perform the duties of the President in the absence of the President and President-Elect
- 2) Serve as liaison for the chairs and committees as requested by the president
- 3) Serve in such capacities as assigned by the president
- 4) Encourage membership participation in conferences and/or projects sponsored by NYSW, Inc.
- 5) With the Executive Committee, formulate programs which will attract new members and retain present membership.

Duties of the Chapter Officer

- 1) Perform the duties of the President in the absence of the President and President-Elect
- 2) Serve as liaison for the chairs and committees as requested by the president
- 3) Serve in such capacities as assigned by the president
- 4) Serve in such capacities as per Local Chapter bylaws, e.g, program or membership chair.
- 5) Encourage membership participation in conferences and/or projects sponsored by NYSW, Inc.
- 6) Attend Region and Leadership Meetings. State Board Meetings and State Conference when possible
- 7) Serve on the Local Chapter Executive Committee and Board of Directors
- 8) Prepare all files and materials to be given to your successor. Ensure a smooth transition.

Financial Implications

For State officer, approved expenses are included in the NYSW, Inc. state budget; for Local Chapter officer expenses, refer to Local Chapter budget

Included in Toolkit

n/a

Date of Board Approval: 4/22/17

Effective Date: 4/6/2013

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws Article XIII: Duties of Officers, Section 3