

Manual of Instruction

Section Name: Officers & Advisors

Section Number: 1.00

Title: Structure of NYS Women, Inc.

Description: New York State Women, Inc, (NYSW) is organized under three tiers: State level, Region level and Local Chapter level. This section contains general information on the duties and responsibilities of each level.

The State Level

At the state level, NYSW is made up of the executive committee, the standing chairs and the special and sub-committee chairs. The executive committee, the immediate past state president, the standing chairs and the region directors make up the Board of Directors.

- 1) The Executive Committee (EC) are the elected officers of NYSW and are responsible for carrying out the policies, procedures and programs adopted by the Board of Directors (the Board) and by the membership.

The responsibilities of the EC are to:

- a) Act for the Board between its meetings or when it is impossible to assemble the full Board
 - b) Act for NYSW in an emergency
 - c) Review recommended revisions to the Manual of Instructions (MOI) prior to Board approval
 - d) Consider and act on program, procedure and policy recommendations, made by Board members and committees before they are presented to the full board for action
 - e) Approve the appointments made by the President (Parliamentarian, Standing and Special committee Chairs)
 - f) Report to the Board all actions taken by the EC
 - g) Establish the hours the polls shall be open for the election of officers at the Annual Conference
 - h) The members of the EC, i.e., the President, President-Elect, **Vice President**, Secretary and Treasurer:
 - Promote NYSW programs, policies and procedures
 - Attend all EC, Board meetings and the Annual Conference
 - Become familiar with NYSW materials and publications, i.e., Bylaws, MOI and responsibilities of their office
 - Represent NYSW at Region and Local Chapter meetings, meetings of affiliated or cooperating organizations and at public hearings involving matters of interest to NYSW.
- 2) The Standing Committee chairs are appointed by the State President and approved by the EC; as members of the Board of Directors, they are responsible for carrying out the policies, procedures and programs relevant to their chair and committee. The standing committees are Bylaws, Communication, Finance, Membership, Personal and Professional Development and Public Policy

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The responsibilities of the Standing Chairs are to (duties specific to the Chair are contained in their specific MOI section):

- a) Become familiar with the existing committee files, the purposes and functions of the committee
 - b) Select a vice chair and committee and hold committee meetings
 - c) Notify the membership of the committees activities via the Board and Conference Book report
 - d) Attend meetings of the Board of Directors and Annual Conference
 - e) Present findings of any recommendations to the EC before presentation to the Board or conference for action
 - f) Work closely with the EC (or the EC liaison) and communicate regularly on programs, policies and procedures
 - g) Provide guidance and leadership to their Region and Local Chapter counterparts
 - h) Promote programs and obtain reports of activities from Region and/or Local Chapter chairs
 - i) Provide successor with accurate records of activities and resources within 15 days after the NYSW Annual Conference
- 3) The Special and sub-Committee chairs are appointed by the State President and approved by the EC; They are responsible for carrying out the policies, procedures and programs relevant to their chair and committee.
- a) The responsibilities of the Special Committee Chair are contained in their specific MOI section.
 - b) The responsibilities of the sub-Committee Chairs are contained in the specific MOI section. Sub-Committee Chairs may serve on the Board of Directors, if the Standing Chair is unable to attend, when requested by the Standing Chair.

The Region Level

The Region Director is a member of the NYSW Board of Directors, represents the Region at NYSW Board meetings and keeps the NYSW EC informed of developments in the Region's Local Chapters.

- 1) Each Region Director and Assistant Director is elected by the membership of the Region.
- 2) Other Officers (e.g., Treasurer, Secretary) may be elected by the Region's membership
- 3) The Region Director shall appoint Chairs as needed (see State Level for examples)
- 4) The Region Chairs shall select a vice chair and committee, work closely with their state and local chapter counterparts, encourage participation in NYSW programs.
- 5) The Nominating Committee shall be selected and shall perform the duties as outlined in MOI section MOI 2.18
- 6) The Auditing Committee shall be selected and shall perform the duties as outlines in MOI section MOI 2.02

The Local Chapter Level

As at the State and Region Level, the Local Chapter Level is made up of the Executive Committee (President, Vice President(s), Secretary(s), Treasurer and possibly President-Elect)

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the standing chairs and the special and sub-committee chairs. The executive committee and the standing chairs make up the Board of Directors.

1) The Executive Committee (EC) are the elected officers and are responsible for carrying out the policies, procedures and programs of NYSW

The responsibilities of the EC are to:

- a) Act for the Board between its meetings
- b) Consider and act on program, procedure and policy recommendations, made by the Chairs and Members

The members of the EC:

- Promote NYSW programs, policies and procedures
 - Become familiar with NYSW materials and publications, i.e., Bylaws (State and Local Chapter), MOI and responsibilities of their office
 - Represent their Local Chapter at State and Region meetings; meetings of affiliated or cooperating organizations.
 - Provide successor with accurate records of activities and resources within 15 days after the termination of the term
- 2) The Committee chairs are appointed by the President; The Chairs are determined by the needs of the Local Chapter and are included in the Local Chapter bylaws; the chairs are responsible for carrying out the policies, procedures and programs relevant to their chair and committee:
- Work closely with their counterparts at the Region and State Level.
 - Promote NYSW Programs to the members
 - Provide successor with accurate records of activities and resources within 15 days after the termination of the term.

Financial Implications

Secure approval of the EC (state level) Region Director (Region level) or the Local Chapter President before expending any monies not already specified in the relevant budget

Included in Toolkit

n/a

Date of Board Approval: 4/22/2017

Effective Date: 4/6/2013

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

Article IX: Officers, Article XII: Duties of Officers, Article XIV: Executive Committee

Article XIII: Board of Directors,

Article XV: Standing Committees

Article VIII: Region Organization

Article VI: Local Chapter requirements