

Manual of Instruction

Section Name: Chairs

Section Number: 2.01

Title: Athena Military Women's Initiative

Description:

The Athena Military Women's Initiative 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 Military Women's Initiative Program provides resources to assist active woman in the military and women veterans in their transition from military service into the civilian workforce. Athena Military Women's Initiative facilitates successful career transitions through training, networking, personal and professional support. The Athena Military Women's Initiative 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 Military Women's Initiative Program shall consist of a Chair and members.

Duties of the Athena Military Women's Initiative 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, Political Development Program and the Youth Leadership/Girl Scout Link Program (a.k.a. the Personal and Professional Development Programs) 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 Military Women's Initiative Program budget and make recommendations and suggestions to the Personal and Professional Development Chair.
- Select the New York State Women, Inc. Athena Military Women's Initiative 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 Military Women's Initiative 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.
- 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.

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Duties of the Region Athena Military Women’s Initiative Sub-Chair:

- Coordinate with the activities of the Personal and Professional Development Program 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. Manual of Instructions.
- Present on behalf of the Personal and Professional Development 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.
- 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 Military Women’s Initiative Sub-Chair Chair:

- Coordinate with the activities of the Personal and Professional Development Program 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. Manual of Instructions.
- Present on behalf of the Personal and Professional Development Program 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 Military Women’s Initiative Program Guidelines (pending revision)

Date of Board Approval: 10/13/12 amended 10/14/17

Effective Date: 10/13/12

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