

Manual of Instruction

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 Military Women's Initiative 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 Military Women's Initiative 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 chairNote: 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 Military Women's Initiative Chair, Career Recognition Program Chair, New Careerist Program Chair, Political Development Program Chair, the Youth Leadership Program and the Girl Scout Link.

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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 Military Women's Initiative 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

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