

# Manual of Instruction

## Section Name: Officers & Advisors

### Section Number: 1.03

#### Title: President

**Description:** The New York State Women, Inc. President is the chief operating officer and is responsible for carrying out the NYSW, Inc. policies, procedures and programs with the assistance of the NYSW, Inc. members and the Executive Committee.

#### Duties of the State Officer

- 1) Complete the appointments of members of the leadership team who will serve during this presidential term including a parliamentarian, the chair and vice chair of standing committees, historian, NIKE editor and its staff and the chair of special committees (except the nominating committee). Secure the approval of the EC for those appointments.
- 2) Coordinate programs, projects and activities for the term of office
- 3) Plan all state meetings: Board meetings and Annual Conference (refer to specific event in this Manual)
- 4) Preside at all NYSW, Inc. meetings: Annual Conference, Board Meetings and EC meetings.
- 5) Ensure that all actions taken at all state meetings are implemented
- 6) Approve minutes of all meetings (except the Annual Conference which are approved by the IPSP and Parliamentarian) and ensure that they are distributed to the members
- 7) Appoint Special Committees and Special committee Chairs for program, credentials, elections and general arrangements for the Board meetings and Annual Conference
- 8) Appoint 2 members to the Nominating Committee and see that 3 members and 2 alternates are elected at the Annual Conference
- 9) Discuss with the NIKE Editor the content and publication dates of the NIKE magazine
- 10) Serve as ex-officio member of all state committees, except the Nominating committee
- 11) Meet with the EC at least four times a year, either face to face or telecom and confer by mail, e-mail and telephone as needed
- 12) Provide a report in each board and conference program book
- 13) Prepare a quarterly NIKE Message, a monthly Communicator Message and a website Message
- 14) Review, for approval, those Local Chapter Bylaws and bylaw amendments recommended by the NYSW, Inc. Bylaws Chair
- 15) Send/Publish the official call to the Board meetings and Annual Conference at least 30 days prior to the first day of the meetings to all members
- 16) Review and approve applications for membership of new Local Chapters
- 17) Present the Charter to the new Local Chapters
- 18) Require each Local Chapter to submit names and address of Local Chapter officers and chairs by May 31<sup>st</sup> to the incoming president.

#### Duties of the Chapter Officer

- 1) Preside at all meetings of the Local Chapter, Executive Committee and the Board of Directors

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- 2) Be familiar with the Local Chapter bylaws, the State bylaws and the Mission, objectives and Vision statements of NYSW, Inc.
- 3) Represent the Local Chapter at State and Region Meetings and to report to the Local Chapter members the actions taken at these meetings.
- 4) Implement actions of the Local Chapter and Board of Directors
- 5) Represent the Local Chapter in the community
- 6) Appoint chairs of all committees as provided in the Local Chapter Bylaws; Instruct chairs in their duties, maintain contact with all committees, guiding them when necessary. Each officer and chair should be furnished with a copy of the duties of their position
- 7) Serve as an ex-officio member, without vote, of all committees except the Nominating committee
- 8) Forward information from the State leadership to the Local Chapter
- 9) Encourage participation and attendance of Local Chapter members at Region meetings, State Meetings and events.
- 10) Keep a file of Chapter information including the charter, records and other information
- 11) Ensure that the Nominating committee and an Auditing committee are elected or appointed as per the local chapter bylaws
- 12) At the end of the year,
  - a) Arrange for installation of new officers
  - b) Review and transfer files to your successor
  - c) Preside at a joint meeting of old and new officers and committee chairs to facilitate transition
- 13) Prepare an agenda for Local chapter Meetings
  - a) Call the meeting to order promptly at the time stated
  - b) Be familiar with Parliamentary procedure
    - State each motion clearly after it has been made and seconded; call for discussion; put motion to a vote; announce the result of the vote
    - Be aware that the presiding officer may not participate in discussion or express a personal opinion without relinquishing the chair to another officer...and may not resume the chair until after the motion under discussion has been voted on.
    - Be aware that the presiding officer can vote as any other member when the vote is a ballot. In other cases, the presiding officer can (but is not obligated to) vote whenever the vote will affect the result (i.e., the Chair can vote to break or cause a tie)

### Financial Implications

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

### Included in Toolkit

#### For more information go to:

TK 1.03: Calendar ideas (State President to-do list)

TK 1.03: Sample Agenda

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**Date of Board Approval:** 3/20/21  
**Effective Date:** 4/6/2013

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws  
Article XII: Duties of Officers, Section 1