

Manual of Instruction

Section Name: Chairs

Section Number: 2.04

Title: Career Recognition

Description:

The New York State Women, Inc. Career Recognition Program is a mentoring program wherein the Chapter recognizes a member or potential member who meets the criteria as a Candidate to the Speech Competition.

Structure of Committee: The New York State Women, Inc. Career Recognition Program Committee shall consist of a Chair and members.

Duties of the State Sub-Chair

- 1) Prepare information regarding the Career Recognition Speech Competition, as soon as possible after State Conference, for distribution to the Region Directors, the Chapters and the membership via e-mail, handouts, website and articles for NIKE and/or the Communicator.
- 2) Act as the representative of the Personal/Professional Development Chair at State Board meetings and Conference upon request of the chair.
- 3) Organize, coordinate, promote and develop the Career Recognition Speech Competition which is held at the State and Chapter levels.
 - Contact the Region Director, Chapter President or their designated Career Recognition Chairs and explain the purpose and requirements of the program.
 - Arrange workshops to explain the program, provide coaches or other support to Regions and Chapters
 - Encourage each Chapter to sponsor **one** Candidate to the competition.
 - Coordinate the competition at the State Conference including:
 - Notify the PPD Chair and State President of time needed on the Conference Agenda
 - Notify Chapter of the deadline to send Candidate information and their financial obligations (see Financial Implications). Provide address for mailing completed application and required information.
 - Obtain competition judges (three is recommended), arrange their meals, if needed, with the State Conference Chair (see Financial Implications) Suggestion: you may want to purchase a token thank you gift for the judges (see Financial Implications)
 - Arrange times and locations for interviews.
 - Provide each judge with a copy of the completed application and other information.
 - Obtain the score sheets from the Judges and prepare 1st 2nd and 3rd place Award Certificates and Presentation.

Duties of the Region Sub-Chair

- 1) Provide Program information from the State Career Recognition (CR) Chair to the Chapter President or Career Recognition Chairs.
- 2) Encourage each Chapter to sponsor one candidate to the competition.

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- 3) Contact the Chapter President or their designated Career Recognition Chairs, and explain the purpose and requirements of the program, provide coaches or other support; be available for questions as they plan their Chapter competitions.
- 4) If the Region holds a practice competition, organize the Region CR competition:
 - Obtain names of CR Candidates from Chapter CR Chairs; arrange for time on the agenda with the Region Director
 - Obtain competition judges (three is recommended), arrange their meals, if needed (see Financial Implications)
 - Obtain the Judges score sheets to review with the candidate
- 5) At year's end, arrange a transition meeting with the new Chair. Obtain records from the previous chair, maintain records of current participants and pass file to the new chair

Duties of the Local Chapter Sub-Chair

- 1) Arrange for Chapter speak off and critique
- 2) Encourage participation in the Career Recognition (CR) Program. Explain the purpose, benefits and requirements of the program.
 - Seek CR Speech Candidates from the Chapter membership or prospective members.
 - Mentor and nurture the Candidate's development throughout the year
 - Obtain CR Program information from the Region or State CR Chair for distribution to the membership via e-mail, handouts, website, other.
- 3) Assist the CR Candidate in Chapter, Region and State Competition.
 - At the Chapter level:
 - Notify the chapter President of time needed on the meeting agenda
 - Obtain competition judges (three is recommended).
 - Arrange times and locations for interviews.
 - At the Region level:
 - Notify Region's CR Chair of the Chapter's participation at the Region Competition
 - At the State level:
 - Send the participant's required paperwork to the State CR Chair by the required date
 - Arrange competition preparation, travel and meal arrangements. Submit conference registration form and hotel reservation (see Financial Implications)
- 4) At year's end, arrange a transition meeting with the new Chair. Obtain records from the previous chair, maintain records of current participants and pass file to the new chair

Financial Implications

State: Expenses shall be provided as in the New York State Women, Inc. annual budget

- See state budget for funds provided for expenses, promotion and awards at the State level. The Career Recognition Chair should coordinate with the Personal and Professional Development Chair and State Treasurer for availability of monies for expenses.
- Expenses related to the competition, e.g., the winning candidate's awards, are paid from the state budget.
- If additional funds must be raised, it is the responsibility of the State Chair to co-ordinate the fund-raising.
- The State is responsible to award prizes to the 1st, 2nd and 3rd place winners in the amounts of \$500.00, \$300.00 and \$200.00 respectively.

Region and Chapter Level : Region Director and Local Chapter President are responsible for discussing and determining who (the chapter or the region), will pay the following expenses:

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- Candidate expenses for transportation, meals and lodging
- Judges transportation, meals and lodging if deemed necessary
- If additional funds must be raised, it is the responsibility of the Chapter Chair to co-ordinate the fund-raising.

Note: Registration Fee for State Conference CR Candidate is waived

Included in the Toolkit

For more information go to: newyorkstatewomeninc.org

TK 2.04 Career Recognition Program Speech Competition Guidelines

Note: Guidelines contain eligibility criteria, speech topic, application, judging criteria and score sheets. Guidelines specific to the responsibilities for the Chairs at the State, Region and Chapter levels to conduct their respective speech competition is included.

Date of Board Approval: 2/28/09 amended 10/13/12, 10/5/14

Effective Date: 02/28/09

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