

CONFERENCE ANNUAL REPORT

The Conference Book (Annual Report) contains the reports of the members of the Board of Directors and Special committees. The Book Chair is responsible for:

1. Advising the members of the Board and special and sub-committee chairs of the format, deadline and email address for submitting material for the book
2. Develop, Print/Collate or email for posting on the NYSW website the Book which contains the following:
 - Table of Contents
 - Call to Meeting
 - Mission Statement, Vision and Collect
 - Standing Rules
 - Welcome from the President
 - Schedule of Events
 - Business Agenda
 - Executive Committee Reports
 - Region Reports
 - Standing committee Reports
 - Special Committee Reports
 - Year End reports, e.g., NIKE Business Report, Nominating Committee, NY Grace LeGendre Endowment fund (GLEEF), Career Development (CDO)
 - Registration Report
 - Evaluation Form
 - Speaker Biographies
 - List of Places of Worship and Hours of Service
 - Other (vendor list, hotel information)

Since the Conference book is the organization's Annual Report, it may also include:

- Leadership Team
- List of Past State Presidents

BOARD PACKET

The Board Meeting Packet contains information required by members attending the meeting. The Book Chair is responsible for:

1. Advising members of the Board and special and sub-committee chairs of the format, deadline and email address for submitting material for the packet.
2. Develop, Print/collate or email for posting on the NYS website the Packet which contains items important to the meeting, including:
 - Table of Contents
 - Call to Meeting
 - Standing Rules
 - Voting items
 - Speaker Biographies
 - Registration Report (see TK sample)
 - Evaluation Form (see TK sample)
 - Other items as requested by the President

Manual of Instruction

Exhibits and Worksheets included in Toolkit T K3.07a

Business Agenda sample

Evaluation Form

Registration Report

Standing Rules Board Meeting

Standing Rules Conference

Standing Rules Special Meeting