

## **CONFERENCE**

In addition to the requirements for the Board Meeting, the Annual Conference requires the following additional committees:

## **AWARDS**

The Coordinator of the Awards presentation is chosen by the President.

The Committee is responsible for

- 1) Requesting the names of members/chapters/regions who will receive awards
- 2) Arrange with the President the time and program

## **INSTALLATION**

The Chair and Committee is chosen by the incoming President, i.e., the President-Elect.

- The Installation Chair and Committee are responsible for planning the Installation and Reception of the incoming Executive Committee.
- Their plans should be shared with the Conference Chair to coordinate activities with the hotel. It should include reserved seating arrangements, invitation to special guests and other requests of the incoming President.

## **MEMORIAL**

The Memorial Service is planned to honor the lives of New York State Women, Inc. who we lost during the previous year.

The Committee is responsible for

- 3) Requesting the names of members who died since the previous Conference (see TK forms Memorial Service)
- 4) Arrange with the State President for time of Memorial Service
- 5) Plan and Officiate at the Service

## **PRESIDENTS' MARCH**

A march of the in-coming and out-going Chapter Presidents begins the opening ceremony at the Annual Conference

Plan with the President how and when the March will take place. A notice should be sent to all Chapter Presidents with the time and place of the start of the March.