

# Manual of Instruction

## Section Name: Officers & Advisors

### Section Number: 1.04

#### Title: President-Elect

**Description:** The President-Elect's main objective is to set up leadership and meetings for the following year, serve as the liaison for the Region Directors and to support the President.

#### Duties of the State Officer

- 1) Perform the duties of the president, if necessary;
  - a) represent the president when requested
  - b) Succeed to the office of the president for the unexpired portion of the term, in the event of death, resignation or incapacity of the president.
- 2) Serve as ex-officio member, without vote, on all standing and special committees, except the nominating committee.
- 3) Serve as liaison to standing or special chairs as requested by the president
- 4) Plan for ensuing term of office as president
  - a) Select all chairs and vice chairs of standing and special committees, parliamentarian, historian and NIKE Editor to serve during the ensuing year; secure EC approval of all appointments
  - b) Work with the NYSW, Inc. Finance committee and Treasurer to prepare a proposed budget for initial presentation at the winter/spring Board Meeting and for adoption at the Annual Conference
  - c) Select venues for state meetings
- 5) Contact the members for an expression of appreciation (aka the "President's Purse") for the outgoing President at the state conference
- 6) Coordinate the work of the Region Directors:
  - a) Serve as liaison between the Regions and NYSW, Inc.
  - b) Instruct the Region Directors on the duties of the Director and Assistant Director and the Region organization
  - c) Conduct workshops and plan with the Directors and Assistant Directors
- 9) Plan State Representation, as requested, for Region Meetings and publish list/plans in the State Leadership mailing. Compile NYSW, Inc. announcements for the Region Meetings.

#### Duties of the Chapter Officer

- 1) Perform the duties of the president, if necessary, represent the president when requested.
- 2) Succeed to the office of the president at the end of the president's term, the unexpired portion of the term or in the event of death, resignation or incapacity of the president.
- 3) Serve as ex-officio member, without vote, on all standing and special committees, except the nominating committee.
- 4) Plan for ensuing term of office as president
- 5) Be fully informed of the duties of the President, the local Chapter bylaws and parliamentary procedure

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- 6) Attend Region and Leadership meetings, state board meetings and State Conference when possible
- 7) Serve on the Local chapter Executive Committee and Board of Directors
- 8) Prepare all files and materials to be given to your successor; Facilitate an easy transition for your successor

### 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 1.04 NYSW, Inc. (State) President Elect Calendar

**Date of Board Approval:** 4/6/2013

**Effective Date:** 4/6/2013

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws  
Article XII: Duties of Officers, Section 2