

Manual of Instruction

Section Name: Chairs

Section Number: 2.00

Title: Awards Coordinator

Description: The Awards Coordinator is responsible for coordinating the presentation of NYS Women, Inc. state awards at state meetings and the Annual Conference.

Structure of Committee: A committee shall be formed at the discretion of the Awards Coordinator

Duties of the State Coordinator

- 1) Contact each of the program chairs for information on Awards given by their committee. Awards are typically given by, but not limited to, the Career Recognition, Historian, Membership, NYS women in Business Month, New Careerist, Personal and Professional Development, Public relations, Women's History and Women of the Year.
- 2) Prepare the awards, e.g., the certificates.
 - a) If the program chair would like to prepare the awards, then the awards coordinator need only plan time in the award presentation
 - b) If the program chair would like the award coordinator to prepare the award, then the program chair will supply the names and placing, i.e., first, second, third; the Awards coordinator shall prepare the awards.
- 3) Arrange for the presentation at the state meeting or Annual Conference.
 - a) Ask State President to sign the certificates
 - b) Discuss with the State President for scheduling time; suggestions include presenting at an awards reception or part of the business meeting.
 - c) Because the Personal and Professional Development Program Awards are only presented after the speech completion, these awards may need to be presented separately from the other awards.

Financial Implications

Obtain pre-approval for expenses in preparing the awards

Included in Toolkit

TK 2.00 sample Award Certificate

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 1

Article XIV: Executive Committee, Section 2(d)