

Manual of Instruction

Section Name: Chairs

Section Number: 2.05

Title: Communications

Description: The Communications Chair is responsible for coordinating and supporting the efforts of the Nike editor, the Communicator editor, the Public Relations sub-chair and the Technology/Website sub-chair.

Structure of Committee: The Communications Committee will consist of a chair and the Nike editor, the Communicator editor, Public Relations chair and the Technology/Website chair.

Duties of the State Chair

- 1) Coordinate and support the efforts of the Communications Committee
- 2) Work closely with the Communications Committee to develop goals for the year.
- 3) Assist the Communications Committee to organize, coordinate, promote and communicate regularly on the programs, events, mission and vision of New York State Women, Inc.
- 4) Review the budget for items affecting the Communications Committee and make recommendations and suggestions to the Executive committee and Finance Chair
- 5) Review the New York State Women, Inc. bylaws and manual of Instructions (MOI) and make proposed modifications to the Executive Committee, bylaws and MOI chairs.
- 6) Represent the committee's sub-committee chairs at state meetings as needed.

For example:

- a) In the absence of the sub-committee chair or sub-committee members, present committee information at a workshop or hearing
- b) Present motions at board meetings on behalf of the (non-board member) sub-committee chair

Note: only members of the Board of Directors may make and second motions and vote (see Standing Rules – Board Meeting)

- 7) Prepare committee reports for the New York State Women, Inc. board meetings and annual conference
- 8) Appoint a sub-chair to represent the Communications Chair at board meetings if unable to attend. If the chair is unable to attend state board of director meetings, the subcommittee-chair shall act as chair with voting rights.
 - a) The Chair will notify the State President of the name of the sub-chair representing the standing chair prior to the start of the board meeting.
 - b) The State President shall approve the appointment at the roll call of the state meeting.

Duties of the Region Chair

Coordinate and support the efforts of the Communications Committee, which depending on the requirements of the Region, might be composed of the public relations chair and the technology/website chair

Duties of the Chapter Chair

Coordinate and support the efforts of the Communications Committee, which depending on the requirements of the Chapter, might be composed of the public relations chair, newsletter/bulletin editor and the technology/website chair

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Financial Implications

Expenses shall be reimbursed as provided for in the New York State Women, Inc annual budgets at the state, region and chapter levels

Included in Toolkit

n/a

Date of Board Approval: 10/13/12

Effective Date: 10/13/12

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