

# Manual of Instruction

## Section Name: Chairs

## Section Number: 2.06

## Title: Communicator Editor

**Description:** The Communicator is a monthly publication of information for members of New York State Women, Inc.

**Structure of Committee:** As a member of the communication standing committee, the information published in the Communicator is coordinated with the Nike editor, public relations and technology/website chairs.

### Duties of the State Chair/Editor

- 1) With the State President, set the deadline for receipt of information and publication (suggestion: receive information by the 26<sup>th</sup> of each month for publication the 1<sup>st</sup> of each month).
- 2) Receive information, via email, from the Executive Committee, Committee Chairs and members.
- 3) Send the completed Communicator to the Webmaster for posting on the New York State Women, Inc. website and distribution to members.
- 4) Acts as the representative, with voting rights, of the Communications Chair at Board meetings upon request of the Chair.

### Duties of the Region Chair and Chapter Chair

- 1) Local Chapter Presidents (or designee) distributes copies of the Communicator to members without email
- 2) Encourage members to read the Communicator and bring their attention to the information
- 3) Utilize information in the Communicator to develop programs and member participation

### Financial Implications

Refer to the NYS Women, Inc. budget for reimbursement of expenses

### Included in Toolkit: N/A

**For more information go to:** prior copies at the NYS Women, Inc. website

**Date of Board Approval:** 03/04/12

**Effective Date:** 03/04/12

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws

Article XII: Duties of Officers, Section 1

Article XV: Standing Committees Section 3(b)

Article XIV: Executive Committee, Section 2(d)