

# Manual of Instruction

**Section Name:** Chairs

**Section Number:** 2.12

**Title:** Manual of Instruction Revision Chair

**Description:**

The Manual of Instruction (MOI) contains the responsibilities of the Officers and Chairs, guidelines and programs for the events, policies and organizational structure to support the bylaws of NYSW, inc. state, region and chapter organization.

The MOI Revision Chair reviews the MOI, communicates with the Bylaws Chair for bylaw changes that will affect the MOI and prepares changes to the MOI.

**Structure of Committee:**

The MOI Committee consists of the chair, vice chair and at least three members.

**Duties of the State Chair:**

- 1) Receive from previous MOI Chair a complete copy of the Manual and keep Manual available for immediate reference.
- 2) Review the manual to make whatever corrections or changes may be needed because of (but not limited to):
  - a) changes to the NYSWi bylaws
  - b) changes to reflect current best practices
- 3) Send proposed changes to the Executive Committee (EC) for their consideration
- 4) After receiving comment from the EC, send proposed changes to the Board of Directors, who, in compliance with the bylaws shall adopt all changes and additions to the Manual of Instructions. Proposed changes should be sent to the Board of Directors via email, *NIKE* or the Communicator at least 10 days prior to voting
- 5) Send approved changes to the Web/Technology Chair for posting on the NYSWi website.
- 6) Encourage members and the Regional or Chapter level to become familiar with the MOI and to send their suggestions for updates
- 7) Pass on to the next MOI Chair a complete copy of the Manual as well as any information on open items

**Duties of the Region Director**

- 1) Director should encourage all Officers/Chairs to review the MOI for their duties.
- 2) Members are asked to send suggestions to NYSWi MOI Chair

**Duties of the Chapter President**

- 1) The Chapter President should encourage all Officers/Chairs to review the MOI for their duties.
- 3) If there is an MOI Chair for the Chapter, members are asked to send suggestions to the MOI Chair to send to the NYSWi MOI Chair

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## Financial Implications

At the State Level - Budget line 80900 includes funds for Task Force/MOI. If expenses are incurred by the NYSWi state MOI chair, details and receipts should be sent with the Expense Form, see TK Expense Form. Reimbursement of expenses must not exceed the amount budgeted and should be discussed with the State Treasurer prior to submitting. Expenses incurred by the region or chapter should be included in the region or chapter budgets.

## Included in Toolkit

### For more information go to:

TK 2.12 – Manual of Instruction Template

**Date of Board Approval:** 09/24/2011

**Effective Date:** 09/24/2011

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws  
Bylaws Reference Article XIII Section 2h