

Manual of Instruction

Section Name: Chairs

Section Number: 2.14

Title: NY Women in Business Month

Description: The Women in Business Month program promotes the recognition of the importance of women in business to our communities and economy. The chair encourages Local Chapters and Regions to utilize public relations methods and/or hold events to achieve this.

Structure of Committee: The committee consists of the Chair and additional member volunteers as deemed necessary to accomplish its goal(s).

Duties of the State Chair

- 1) The State Chair shall encourage Local Chapters and Regions involvement in celebrating NY Women in Business Month each October through such methods as advance articles in the Communicator and/or NIKE magazine, e-alerts and verbal reminders at Board Meetings as well as at the Annual Conference.
- 2) Prepare toolkit materials to assist the Local Chapters and Regions with sample press releases and programming ideas.
- 3) Serve as a liaison to the Board of Directors and Executive Committee reporting on the known activities undertaken by the Local Chapters and Regions.
- 4) Review the budgetary needs of the program and make recommendations to the Executive Committee and the Finance Chair as necessary.
- 5) Review the New York State Women, Inc. Bylaws and its Manual of Instruction annually and make proposed modifications, as necessary, to the Executive Committee and the chairs of Bylaws and MOI.
- 6) Prepare report(s), as requested, for Board and Annual Conference meeting.

Duties of the Region Chair

- 1) Encourage Local Chapters involvement in celebrating NY Women in Business Month each October through their Region Newsletters and/or e-blasts, as well as verbal reminders at Region meetings.
- 2) Share communications from the State Chair to the Local Chairs.
- 3) Serve as a liaison to the State Chair reporting on the known activities undertaken by the Local Chapters.
- 4) Review the budgetary needs of the program and make recommendations to Regional Executive Committee and the Finance Chair as necessary.
- 5) Prepare report(s), as requested, for the State Chair.

Duties of the Chapter Chair

- 1) The Chair shall work with the Local Executive Board in planning a public relations campaign and/or event(s) to occur in October.
- 2) The Chair will seek assistance from the Region Chair and/or State Chair, where necessary for guidance.

Financial Implications

- State Chair expenses, if any, shall be reimbursed to the extent provided for in the New York State Women, Inc. annual budget.
- Region Chair expenses, if any, shall be reimbursed to the extent provided for in the Region's annual budget.

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- Chapter Chair expenses, if any, shall be reimbursed to the extent provided for in the Local Chapter annual budget.

Included in Toolkit

Event Ideas

Public Relations Materials

Fundraising ideas

For more information go to: www.nyswomeninc.org

Date of Board Approval: 10/13/12

Effective Date: 10/13/12

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

Article X: Section 1

Article XIV: Section 2(d)