

# Manual of Instruction

## Section Name: Chairs

## Section Number: 2.24

## Title: Resolutions

**Description:** The New York State Women's Inc. Resolutions Sub-Committee Chair is responsible for developing and presenting resolutions on issues important to the membership

**Structure of Committee:** The Resolutions Sub-committee should be composed of a Chair, Vice Chair and one committee member

### Duties of the State Chair

- 1) As a member of the Public Policy Committee, the Resolutions sub-committee chair reports to the Executive Committee and the Board of Directors throughout the year, as well as the membership attending the Annual Conference.
- 2) The Resolutions Sub- committee chair should keep the members of the Executive Committee and the Public Policy Chair informed (based on information received from the Regions and local Chapters) and what the committee proposes based on issues they feel are of great concern. They should also keep the Membership informed by publishing information in the Communicator or Nike.
- 3) Publish the Rules Governing the Submission of Resolutions before July 1<sup>st</sup> of every year in the Communicator.\*
- 4) Prepare resolutions it will recommend to the state Board of Directors or state Conference
- 5) Review and consider resolutions submitted by Board of Directors, Regions, local Chapters and committees
- 6) Acts as the representative of the Public Policy Chair, with voting rights, at Board meetings upon request of the Chair.

### Duties of the Region and Chapter Chair

The Region Chair should use the information supplied by the Resolutions sub- committee to inform the Resolutions chairs in each Region and Local Chapters. The Region Chair should report any feedback to the Resolutions–Sub-committee.

### Financial Implications

Refer to the State Budget for reimbursement of expenses.

### Included in Toolkit

TK 2.24 Rules Governing Submission of Resolutions  
TK 2.24 Sample Resolution

**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)