

Manual of Instruction

Section Name: Chairs

Section Number: 2.29

Title: Technology / Web site

Description: The NYSW, Inc. Technology/web site Sub-Committee Chair is responsible for working directly with the contracted web master to ensure the web site presents the programs, purpose and objectives of NYS Women, Inc.

Structure of Committee: The Technology/Web site Chair is a member of the Communications Committee.

Duties of the State Chair

- 1) As a member of the Communications Committee/Team, the Chair is responsible for partnering with the Nike and Communicator Editors and the PR committee to communicate and support the mission of NYS Women, Inc.
- 2) The Chair reports to the Executive Committee, the Board of Directors as well as the membership attending the Annual Conference.
- 3) The Chair acts as the representative of the Communications Chair, with voting rights, at Board meetings upon request of the Chair
- 4) The Chair will work with officers/committee chairs and members wishing to add new functionality to the NYS Women, Inc. (www.nyswomeninc.org) web site.
- 5) The Chair is responsible for following the guidelines specific to the web site:
 - Have access to a computer with e-mail and internet capability.
 - Receive (via e-mail) and review documents, files and /or photos sent by members, committee chairs, and/or officers to be posted to the website. (See "Responsibilities of Members submitting information")
 - Forward approved documents, files and/or photos to the contracted web master for posting with direction as to the proper section of the web site to post the documents.
 - Receive and review (by checking web site to ensure posting is completed) all bills from the contracted web master.
 - Return any documents, files and/or photos for correction that are not in the accepted format.
 - Review, return, and or post documents in a timely manner.

Duties of the Region and Chapter Chair / Members

Responsibilities of Members Submitting Information:

- Become familiar with the NYS Women, Inc. web site.
- Use only e-mail to send documents, files and/or photos.
- Send all documents, files and/or photos as attachments.
- Ensure that you have the correct e-mail address for the Web Content Manager.
- Identify yourself when submitting information.
- Subject line should indicate that the e-mail is NYS Women, Inc. information or business.
- Use only Microsoft Office files (such as Word, Excel, Access or PowerPoint) or Adobe Acrobat (.pdf) files as a final format.
- Review or proofread the documents for spelling, grammar, font and spacing etc.
- Indicate the section of the web site where the submission is to be posted.

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- ❑ Documents that can be filled out or completed on a computer and returned via e-mail should be in “Word”.
- ❑ Regulatory documents that should not be changed or modified should be in “.pdf”.
- ❑ Ensure that the submission is the latest or newest version of the document.
- ❑ Officers and Committee Chairs should periodically check the web site to ensure accurate, complete and updated information regarding their positions and/or programs.
- ❑ All documents submitted must utilize the standard format for all documents that was provided by the communication committee. It has the proper logo and footer on all pages.

Financial Implications

Refer to the New York State, Inc. annual budget for funds approved for website maintenance, hosting and other expenses.

Included in Toolkit

N/a

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)