

Manual of Instruction

Section Name: Chairs

Section Number: 2.32

Title: Women's History

Description: To promote women's history to our schools, communities and organization through educational opportunities.

Structure of Committee: Must have at least a Chair and Vice Chair. The State Chair will be appointed by State President for the year the committee is working. Committee members can be region chairs, local chapter chairs, or a state committee of at least two more members. This decision should be determined by the State President and the State Chair early in the fiscal year.

Duties of State Chair

- 1) Facilitate committee work selecting theme for the year. Note: tool kit has several links to help with this process.
- 2) Disseminate information prior to Women's History Month (March) detailing requirements of annual award and theme for the year, as well as criteria for judging submissions.
- 3) Be available, if requested, to speak about the program at a state, regional or local meeting.
- 4) Coordinate review of submissions for annual awards prior to Annual Conference recognition.

Duties of Region Chair

- 1) Interact with State Chair to ensure that information is disseminated to all local chapters in their region.
- 2) Be available, if requested, to speak about the program at a regional or local meeting.
- 3) Sit on state committee if requested by State Chair.

Duties of the Local Chapter Chair

- 1) Interact with State or Region Chair to ensure correct information for the year has been received.
- 2) Be responsible for leadership in facilitating Women's History Month events on the local level.
- 3) Ensure events and activities are promoted in the local media.
- 4) Contact schools, organizations and businesses in the local area to promote Women's History Month activities.
- 5) Send to the State Chair all evidence of each event that meets the annual award requirements.

Financial Implications

- 1) Depending on the chair's level, check the state, region or local funding to see what is available.
- 2) If working with another organization, check what funding is available.

Toolkit:

Resources and event suggestions are located in TK 2.32

Date of Board Approval: 4/6/2013

Effective Date: 4/6/2013

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Bylaws:

Article XII: Duties of Officers, Section 1

Article XIV: Executive Committee, Section 2(d)