

Manual of Instruction

Section Name: Chairs

Section Number: 2.33

Title: Woman of the Year

Description: Program to honor a woman who assists women and their families as a volunteer or through their paid position. A Woman or Women of the Year Award may be presented at the State Level at the NYSW Annual Conference (see Duties of the State and Region Chair). A Woman or Women of the Year Award may be presented at the Chapter Level (see Duties of the Chapter Chair). Women honored at the Chapter level may be nominated to represent the Region at the State's Award Program.

Structure of Committee: The committee should consist of a minimum of a chair and two members

Duties of the State Chair

The Woman of the Year Program

- 1) Provide Region and Chapter Chairs, via the Communicator, NIKE and website, with information on how to establish this award and that a NYSWI State Woman of the Year (or Women of the Year) will be honored at the NYSWI Annual Conference
- 2) Obtain from the Region Chair nominees from each chapter in the Region who wish to nominate a woman for this award
- 3) Select a woman or women to honor (see Selection Procedure below)
- 4) Plan the award ceremony (see Award Selection and Ceremony below)

Duties of Region Chair

- 1) Provide Chapter Chair with information on how to establish the award.
- 2) Obtain from each Chapter Chair the name of a woman they wish to nominate for this award
- 3) Send the names of those nominated by the Chapters to the State Chair

Duties of the Chapter Chair

- 1) Establish a committee of not less than 3 members including the chair.
- 2) Plan an event at the chapter level to honor one woman or several women in various disciplines. Follow the procedures outlined in Selection Procedure, Award Selection and Award Ceremony
- 3) To participate in the State Award program, send the name(s) of those nominated to the Region Chair

SELECTION PROCEDURE:

Choose one woman to honor.

- Have members of your chapter nominate women for this honor.
- Create criteria and then nominate a committee from the chapter to make a selection to propose to the membership.

Or

Choose several women to honor.

- Choose from various sectors, i.e., Arts, Business, Education, Medicine and Non-Profits.
- Have members of your chapter nominate women for this honor.
- Create criteria and then nominate a committee from the chapter to make a selection to propose to the membership.

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AWARD SELECTION

Select an Award that can be engraved with the NYSW State or Chapter's name and the honoree's name with date.

Examples of an Award would be framed certificate, bowl, clock, etc.

AWARD CEREMONY

- Honor the woman or women at a luncheon.
- In addition to the chapter membership, ask the honorees for a list of individuals that they would like the chapter to invite on their behalf.
- Arrange to obtain a biography from the honoree(s) to use in the press release and at the Award ceremony.
- Prior to the event send press release to the media about the event.
- Contact local media and ask them to send a reporter and photographer to the luncheon.
- Arrange for a keynote speaker.
- Contact local politicians – council, assembly and senate members; provide them with the honorees biography and award information and invite them to present the honorees with a proclamation or citation
- Along with the Award arrange for flowers for each honoree and the speaker
- Arrange for the chapter member who nominated the woman (women) selected to introduce the honoree.

Financial Implications

Funds may be available in the state budget for the NYSWI award; Discuss with the NYSW Executive Committee or State Treasurer.

Funds for the Chapter Award and Region program should be funded by the Region and Chapter.

Included in Toolkit

TK 2.33 Form to Nominate Woman of the Year

Date of Board Approval: 10/13/12

Effective Date: 10/13/12

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

Article XII: Duties of Officers, Section 1(a)

Article XIV: Executive Committee, Section 2(c)