

# Manual of Instruction

## Section Name: Structure & Organization

### Section Number: 3.07c

#### Title: State Meetings: Youth Leadership Conference

**Description:** The Youth Leadership Conference is held for High School students (ages 15-18) that are sponsored by the NYS Women, Inc. Regions, Chapters and community groups and organizations. For details on the program see MOI 2.35 Youth Leadership Chair. The Conference may be hosted during a NYSWi Board meeting or hosted as a stand-alone event. Note: The President-Elect will arrange this with the YL Chair when selecting committees, chair, etc.

**Structure of Committee:** The committee is comprised of a Chair, Vice chair and committee members.

The Youth Leadership Conference Chair is responsible for:

- 1) Delegating to the committee members responsibility for arrangements and organizing the program.
- 2) Submitting to the Executive Committee for approval:
  - a) Proposed budget of operation and program costs
  - b) The conference should be self supporting. The State President shall authorize an advance for necessary deposits, supplies, etc. This advance is returned at the conclusion of the conference
- 3) Obtaining a proposal from the hotel management or caterer for rooms, meals, etc. at the site chosen by the conference/meeting chair.
- 4) Promoting the event via NIKE and the Communicator
- 5) Distributing and obtaining Conference forms, including the student's application, parental approval and reservations forms
  - a) Chaperones shall accompany student participants. No student will be registered until she has the signature of a chaperone approved by her parent or guardian on her registration form.
  - b) Chaperone/participant ration need not be one-to-one if approved by parent or guardian.
- 6) Obtaining panelists for workshops and/or speakers.
- 7) Maintaining a three-year file of YLC material including budgets, formats and evaluation data for future reference.

#### Financial Implications

Separate Youth Leadership Conference budget – see #2 above

#### Included in Toolkit

##### Forms for Distribution for Youth Leadership Conference – see TK 3.07c

1. Youth Leadership Conference Registration Form / template
2. Youth Leadership Code of Conduct
3. Youth Leadership Conference Medical Form

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4. Youth Leadership Conference Liability Waiver
5. Youth Leadership Media Release

**Date of Board Approval:** 3/1/09

**Effective Date:** updated non-material changes 5/1/2013

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws  
n/a