

Manual of Instruction

Section Name: Introduction

Title: Forward

Description: The purpose of the Manual of Instruction (MOI) is to provide guidelines through which New York State Women, Inc. (NYSW Inc.) members may effectively carry out their positions. It is not meant to stifle the working creativity of members but to be a living document that grows with the membership needs.

The Manual of Instruction is the official policies and procedures of all regions and chapters of New York State Women, Inc.

The MOI is divided into Five Sections:

Section One: Describes the duties of the State, Region and Chapter Officers and Advisors

Section Two: Describes the duties of the State, Region and Chapter Chairs

Section Three: Describes the Structure & Organization of NYSW, Inc.

Section Four: Describes the organizations affiliated with NYSW, Inc.

Section Five: Is the Toolkit which contains forms and supporting documents which may be used or refined to carry out specific needs.

Each segment, within each section, describes the duties of the position at the State, Region and Chapter levels, contains applicable references to the NYSW, Inc. Bylaws and lists the documents and forms contained in the Toolkit.

Changes to the first four sections require approval by the Board of Directors. Changes to the Toolkit do not require approval and will be updated as necessary by the Officers/Advisors/Chairs through the MOI Committee.

Date of Board Approval: 03/04/12 **amended 10/13/12**

Effective Date: 03/04/12