

# Manual of Instruction

**Section Name: Select 1) Officer & Advisors 2) Chairs 3) Structure & Organization 4) Affiliated 5) Toolbox**

**Section Number:**

**Title:**

**Description:** (Describe purpose or define the objective of the office or program and the role of the officer/chair)

**Structure of Committee:** (Please list minimum, or bylaw requirement, for committee)

**Duties of the State Officer or Chair**

- 1) Please include all duties and
- 2) Interaction between State, Region, Chapter

**Duties of the Region Chair or Officer (or Director in the absence of a chair)**

- 1) Please include all duties and
- 2) Interaction between State, Region, Chapter

**Duties of the Chapter Chair (or officer in the absence of a chair)**

- 1) Please include all duties and
- 2) Interaction between State, Region, Chapter

**Financial Implications**

(if funds are included in state or event budget, fundraising required?)

**Included in Toolkit**

**For more information go to:**

(Please develop templates or sample for anything (forms etc) that might be useful in the current or future years.)

**Definitions** In the Toolkit there will be a dictionary section of terms. Please write up any terms & their definition. They will be cut and pasted to the toolbox doc

**Date of Board Approval:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws  
(Please include Article & Section from bylaws)

Material Changes

Rationale: If the revised MOI segment includes material changes, please note the #of the change & the rationale for the change. This will make it easier to present to the EC and board.

Thank You