

**NYS WOMEN, INC.
MODEL LOCAL CHAPTER
DUTIES AND RESPONSIBILITIES**

OFFICERS

PRESIDENT (presiding officer) (elected)

Presides at all meetings of the Local Chapter, LC Executive Committee, LC Board of Directors.

Be familiar with the Local Chapter's bylaws, NYSWI bylaws and the mission, objectives, legislation and advocacy statements of NYSWI.

Appoint chairs of all committees and a Parliamentarian as provided in the Local Chapter bylaws. Furnish each chair with a copy of their duties and responsibilities. Maintain contact with all committees, guiding them when necessary.

Serve as ex-officio member, without vote, of all committees except the Nominating Committee.

Represent the Local Chapter at State and Region Meetings and report to the Local Chapter members the actions taken at these meetings. As President, you are a voting member of the Region's Board of Directors. In addition, represent the Local Chapter in the community when required.

Keep NYSWI and Region apprised of all Local Chapter activities. Keep Local Chapter members informed of Region and NYSWI initiatives (may be obtained from the Communicator, state web site and the Region Director).

Prepare an agenda for Local Chapter Meetings.

- a) Call the meeting to order promptly, declaring a quorum present (if one is).
- b) Be familiar with Parliamentary Procedure – state each motion clearly after it has been made and seconded, call for discussion, put motion to vote, announce the result of the vote.

Be aware that the presiding officer may not participate in discussion or express a personal opinion without relinquishing the chair to another officer...and may not resume the chair until after the motion under discussion has been voted on. Also, be aware that the presiding officer can vote as a member when a vote is by ballot.

At the end of your term of office, arrange for installation of new officers. Turn over your records and files to your successor. Preside at a joint meeting of the retiring and newly elected officers and committee chairs to facilitate transition.

PRESIDENT-ELECT (elected)

Perform duties of the president, if necessary, represent the president when requested.

Succeed to the office of the president for the unexpired portion of the term, in the event of death, resignation or incapacity of the president.

Serve as liaison to standing and special chairs as requested by the president.

Plan for ensuing term as office as president.

Be fully informed of the duties of the President, the Local Chapter bylaws and parliamentary procedure.

Attend Region and NYSWI Board Meetings and NYSWI Annual Conference when possible.

Serve on the Local Chapter Executive Committee and Board of Directors.

OPTIONAL

Some Local Chapter's require that the President-Elect serve as the Program Chair. The Program Chair obtains speakers for the meetings, inform the speaker of the date, date, time, place and duration of the presentation.

FIRST AND SECOND VICE PRESIDENTS (elected)

Perform the duties of the president in the absence of the president and president-elect.

Serve in such capacities as assigned by the president or as outlined in the Local Chapter's bylaws.

Attend Region and NYSWI Board Meetings and NYSWI Annual Conference when possible.

Serve on the Local Chapter Executive Committee and Board of Directors.

OPTIONAL

Some Local Chapter's require that the First Vice President serve as the Membership] Chair. The Membership Chair should obtain names and addresses of any guests who have attended meetings, forward information regarding NYSWI. Region and Local

FIRST AND SECOND VICE PRESIDENTS (continued)

Chapter together with a new member application.

First and Second Vice Presidents should plan a membership drive and event.

Arrange for and install new members.

RECORDING SECRETARY (elected)

Records accurate minutes of all Local Chapter meetings and disseminate same to members. Minutes should be brief and should include name of the Local Chapter, date, kind of meeting. Whether minutes of previous meeting were approved, as presented or as corrected. Whether treasurers report was presented and filed for audit. All motions should reflect the maker of the motion, whether it was seconded, result of the motion, whether it carried or was lost. Short description of other business, and time of adjournment.

Furnish a copy of the minutes to the president and to the newsletter editor (if required) for publication.

Create and preserve a permanent file of all minutes, records and letters of value to the Local Chapter and deliver them to your successor after your term ends. .

Serve on the Local Chapter's Executive Committee and Board of Directors.

May perform other duties as assigned by the Local Chapter president.

TREASURER (elected)

Collect and be responsible for all monies belonging to the Local Chapter. Making timely deposits of all income and pay all bills promptly after receiving proper approval, or in accordance with the Local Chapter's budget.

Keep an accurate record, with documentation, of all receipts and disbursements, all of which should be placed in a permanent file..

Prepare and present a monthly treasurers report which should include an opening balance, income and expenses which should indicate the source and closing balance.

Prepare comparative statements of income and expenses versus budget. Copy of same to be submitted to the president and finance committee.

TREASURER (continued)

All state and region dues collected should be paid immediately to the state and region treasurers.

Serve as an ex-officio of the finance committee.

Serve on the Local Chapter's executive committee and board of directors.

Upon completion of audit, and the end of your term of office , turn over all records to your successor.

PARLIAMENTARIAN (appointment)

Be familiar with the Local Chapter's bylaws, Robert's Rules of Order newly revised, and NYSWI's bylaws.

Is present at all meetings of the Executive Committee, Board of Directors and Local Chapter but is not a voting member.

Advise the President on proper procedures for motions and conducting a meeting.

EXECUTIVE COMMITTEE

Composed of elected officers – President, President-Elect, First and Second Vice Presidents, Recording Secretary, Treasurer.

BOARD OF DIRECTORS

Composed of Executive Committee and Standing Committee Chairs.

STANDING COMMITTEES (appointments)

ADVOCACY – (formerly Public Policy)

Coordinate and support the efforts of the sub committees Legislation, Resolutions and Status of Women.

Sub-Committee Legislation – Interacts with Region and State Legislative Chair to maintain timely communication on legislative and advocacy issues. Interact with Region and State Legislative Chair to support Women's Equality Day and a state-wide Lobby Day.

ADVOCACY (continued)

Sub-Committee Resolutions – Present to the Local Chapter members any information submitted by the NYSWI Resolutions Chair on action taken on NYSWI resolutions.

Submit any proposed resolutions to the NYSWI Resolutions chair for consideration.

Sub-Committee Status of Women – Promote programs to advance qualified women in policy making and executive positions in business, industry and government.

Study the qualifications of women seeking election or appointment and make recommendations for those found qualified. Support women candidates endorsed by NYSWI. Collaborate with the NYSWI advocacy, legislative, lobby day and resolution chairs on issues that affect the status of women.

BYLAWS – is composed of a chair, vice chair and three (3) committee members.

Review current bylaws and if needed present revisions to the Local Chapter Board of Directors for approval.

Present proposed revisions to the members for approval.

Submit revised bylaws to NYSWI bylaws chair for approval. Upon approval, give each member of the Local Chapter a copy of same.

Review NYSWI bylaws and make revisions to the Local Chapter bylaws as required. Mandated changes by NYSWI bylaws should be made to Local Chapter Bylaws and do not require any further approval.

COMMUNICATIONS – Coordinates and supports the efforts of the NYSWI Communications Committee, which depending on the requirements of the Local Chapter might be composed of a sub-committee public relations chair, Newsletter/bulletin Editor and Technology/web site chair.

Sub-committee Public Relations – issue press releases to the local media on all notable activities and events. Submit for approval use of NYSWI logo on marketing material to the NYSWI Public Relations Chair. Submit entries for the annual awards to NYSWI Public Relations Chair.(guidelines can be found in the MOI Toolkit 2.23)

FINANCE - Is composed of a chair and three (3) members and the Local Chapter Treasurer who is an ex-officio member.

Prepare a proposed budget for presentation to the Local Chapter members for approval.

Assist the Local Chapter in developing a sound financial policy.

Supervise all expenditures so the Local Chapter stays within the budget.

Serve on the Local Chapter's Board of Directors.

Be an ex-officio member of all committees that involves money.

MEMBERSHIP – (is sometimes the 1st VP) is composed of a chair and three (3) members.

Should greet guests at each meeting and have them sign a guest book.

Follow up with a letter enclosing information regarding NYSWI and a new member application.

Install new members shortly after they have completed an application and paid their dues.

Prepare a new member packet, to be given at the time of installation, which should include Local Chapter bylaws, Local Chapter roster, name tag (optional) NYSWI pin (if Local Chapter supplies) and a welcome letter.

Contact members who have not been attending meetings or not renewed their membership. Take action to correct the grievances indicated by these members.

Promote and expand the membership by holding a membership event.

Serve on the Local Chapter's Board of Directors.

PERSONAL & PROFESSIONAL DEVELOPMENT

Coordinates and supports the efforts of the subcommittees Athena Society, Career Recognition Program, New Careerist Program and Youth Leadership Program.

Athena Society Program – Sub Committee – provides resources to assist active women in the military and women veterans in their transition from military service into the civilian workforce.

Career Recognition Program – Sub Committee – Organize, present and coordinate the speech competitions at the Local Chapter and Region meetings. Submit required applications for competition at the Annual Conference to the NYSWI Personal and Professional Development Chair. If either the Local Chapter or Region sponsors the participant, they are responsible for all expenses incurred, such as hotel, travel and meals.

New Careerist Program – Sub Committee – Organize, present and coordinate the speech competitions at the Local Chapter and Region meetings. Submit the required applications for competition at the Annual conference to the NYSWI Personal and Professional Development Chair. If either the Local Chapter or Region sponsors the participant, they are responsible for all expenses incurred such as hotel, travel and meals.

Youth Leadership – Sub Committee – If Local Chapter sponsors a participant, assist the youth leadership participant with their speech, preparation of application, registration for the meeting, hotel arrangements. If the Region does not assume the expenses of participant then the Local Chapter is responsible for all.

SPECIAL COMMITTEES (appointed) optional

Fund Raising

Hospitality

Scholarship

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