

TK 3.07a – Board Packet and Conference Annual Report

Responsibility: Meeting committee

The Conference Book (Annual Report) contains the reports of the members of the Board of Directors and Special committees.

1. The NYSW President will advise the members of the Board and special and sub-committee chairs of the format, deadline and email address for submitting material for the book.
2. A member of the Meetings Committee will develop, print/collate or email for posting on the NYSW website the Book which contains the following:
 - Table of Contents
 - Call to Meeting
 - Mission Statement, Vision and Collect
 - Standing Rules
 - Welcome from the President
 - Schedule of Events
 - Business Agenda
 - Executive Committee Reports
 - Region Reports
 - Standing committee Reports
 - Special Committee Reports
 - Year End reports, e.g., NIKE Business Report, Nominating Committee, NY Grace LeGendre Endowment fund (GLEEF), Career Development (CDO)
 - Registration Report
 - Evaluation Form
 - Speaker Biographies
 - List of Places of Worship and Hours of Service
 - Other (vendor list, hotel information)

Since the Conference book is the organization's Annual Report, it may also include:

- Leadership Team
- List of Past State Presidents

BOARD PACKET

The Board Meeting Packet contains information required by members attending the meeting.

1. A member of the Meetings Committee will develop, collate, print and assemble the board packet.
2. The NYSW President will advise the members of the Board and special and sub-committee chairs of the instructions for the Board Packet:
 - i) Board members to give verbal reports
 - ii) Other items, e.g., voting items, to be forwarded to the Meetings Committee member assembling the board packet. deadline to submit items.
2. Contents of the Board packet should include:
 - Collect
 - Schedule
 - Agenda
 - Standing Rules for Board Meetings

Manual of Instruction

- Minutes from the previous meeting
- Treasurer's report
- Voting items
- Speaker Biographies
- Registration Report (see TK sample)
- Evaluation Form (see TK sample)
- Other items as requested by the President