

Manual of Instruction

Section Name: Officers & Advisors

Section Number: 1.09

Title: Immediate Past State President

Description: The immediate past state President is an advisor, upon request, to the incoming executive committee and a member of the Board of Directors.

Structure of Committee: none

Duties of the Immediate Past State President (IPSP):

- a) Assist New York State Women, Inc. Executive Committee, Committees and Members
 - as they transition to their new office.
 - Make certain that your officers pass on necessary materials to the new officers.
- b) Keep strong communications with the Executive Committee, Committees and Members.
- c) Attend Board Meetings and Annual Conference.
- d) Write and send information to the Communicator, Nike, Board and Annual Conference Books.
- e) Serve as a State Representative when current Executive Committee Members and Chairs are unavailable to attend Region Meetings
- f) Serve as a voting member of the Board of Directors. Familiarize yourself with the duties of the Board of Directors
- g) Be a resource to any officer, board member, or committees needing assistance.
- h) Help with chapter, regional and state installation ceremonies.
- i) Be available to assist with Conference Calls or necessary planning.
- j) Encourage women to help other women become better Professionally, Personally, Politically.
- k) Encourage all members of New York State Women, Inc. to develop programs, activities, and interactions with young females, high school, college and 20, 30 year olds as part of their challenge.
- l) Be visible celebrating accomplishments of New York State Women, Inc.
- m) Participate in Women's Equality Day and New York State Women's Day at the New York State Fair
- n) Accept History of your President Year at the Annual Conference.
- o) **Approve the NYSWi minutes of the Annual Conference which took place at the close of her term of office.**

Financial Implications

As a member of the Board of Directors, the position of IPSP is included in the NYSWI budget.

Included in Toolkit

n/a

Date of Board Approval: 10/13/12

Effective Date: 10/13/12

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws Article XIII Board of Directors