

Engage, Empower, Educate

Membership tips



You're the Chair...

so what's next?

October Board Meeting

Saturday, October 15, 2016

You're the Chair...so what's next?

NYS Women Inc.

October Board Meeting

Now it's time to Engage, Empower, and Educate members. How do I that you ask?

Engage

Welcome new members:

- Mail out welcome postcards (see attached sample)
- Assign a "buddy" for the first several meetings to make new members feel at home,
- Hold an orientation to acquaint new members with NYS Women Inc.
- Conduct a quarterly induction ceremony. Note: Greater Binghamton Chapter will be selling a logo lapel pin soon--why not present the pin and introduce new members as part of a Chapter meeting. .
- Membership packet: prepare a packet of useful information for members that include Chapter roster, Chapter bylaws, Meeting & events dates, NYS Women Inc. Mission and Vision Statements, PPD information brochure, website navigation information.
- Invite/assign new members to serve on committees

Empower

Knowledge empowers members and leaders.

- Distribute job descriptions to new officers and committee chairs).and familiarize everyone with the New York State Women Inc. website

- Encourage members to visit the website often and update their profiles
- Forms--what about all those paper and email forms??? Be sure you submit only the current versions of forms such as new officer information, treasurer's forms, NIKE forms, awards, meeting registrations etc. **Throw out any old forms you may have & pass only current forms on to successors**
- Programs: Engage members with programs geared to the makeup and diversity of the Chapter
- Tools: Personal, Professional, and Political Development brochure, Manual of Instructions, social media and website: www.nyswomeninc.org (tip sheet attached)
- Mentor members to assume leadership roles with positive comments and realistic portrayals of the job/s at hand

Educate

Marketing NYS Women Inc. helps promote membership growth & develop future leaders.

- Legislative Platform and Mission and Vision Statements
- Use our advocacy statement in press releases and event advertising
- History of New York State Women Inc.
- Benefits of Membership
- Networking
- Personal growth opportunities/competition programs
- Celebrations: October-NYS Women in Business Month & March-Women's History Month
- Attendance at Region/ State meetings that engage, empower, and educate members
- Lasting friendships
- State Conference participation/competitions

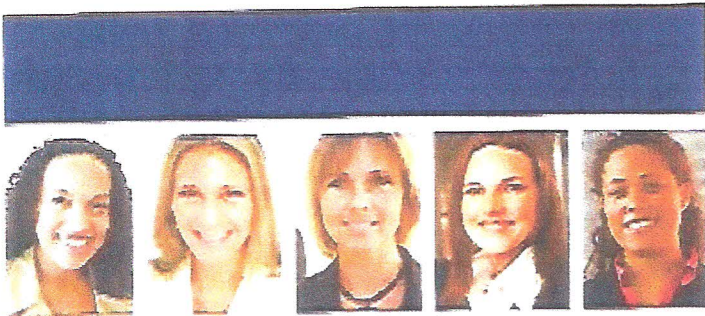
NEW YORK STATE
women, INC.

Dear Mary,
Welcome to
NYS Women, Inc.
I look forward
to seeing you
at our next
Chapter Meeting
Dec. 1, 2016.
See you,
Chapter President

Post
Card
Stamp
34c

~~Sample~~

Mary Doe
123 Any Street
Anywhere, NY
12345



NEW YORK STATE
women, INC.

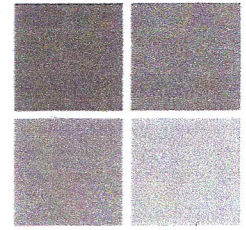
www.nyswomeninc.org

Networking. Resources.
Advocacy. Connections.
Inspiration. Friendship.

POSTCARD GREETING

Postcards supplied by the NYS Women Inc. Membership committee are sent to new members by the Chapter Membership Chair/committee one to three months after they joined. Postcards are an inexpensive and personal way to say "welcome", invite new members to attend an upcoming meeting or event, and are great for contacting lapsed members to encourage membership renewals.

NEW YORK STATE Women, INC.



Members Only Web Site

- **Login** – The username is your email address that you registered with NYSW. If you have never logged in before your password is nysw09 and you will be asked to change it when you log in. If you forgot your password enter your email in the forgot password box and we will send you it.
- **Chapter Roster** – Once you have logged in go to Chapters then Chapter Roster. This roster will show you the up to the minute roster of both your current and lapsed members. You can download it into Excel or print it.
- **Profile** – You can manage the contact information on file with NYSW yourself. Your members can manage their contact information too! Log into the members only web site and go to My Profile. Here you can manage all your contact information and some additional information about yourself and business. Any edits here are instantly seen in the membership system.
- **Membership Information** – In the Chapter section you will find many membership resources and tools. EG lapsed member letters, new member welcome letters, etc.
- **Manual of Instruction** – This area is the guidelines and how to guides of NYSW. It is an invaluable resource for your chapter. EG officer duties, sample agendas, bylaws, etc
- **Marketing** – You can find your chapter or region logos here, along with the guidelines to using them. We are happy to provide you marketing materials or help you produce them.

NYSW Social Media

- **Facebook** – <https://www.facebook.com/NYSWomeninc>
- **Twitter** – <https://twitter.com/NYSWomenInc>
- **LinkedIn** – <https://www.linkedin.com/groups/8308132>
- **Instagram** - <https://www.instagram.com/nyswomeninc/>
- **YouTube** - <https://www.youtube.com/user/NYSWomenInc>

What's with all those acronyms?

This is a guide to help members and leaders understand what some of the organization acronyms refers to, often seen in print in NYS Women Inc. communications.

ARD	Assistant Regional Director
BOARD	Board of Directors (voting body comprised of the Executive Committee, Standing Committee Chairs and Regional Directors who meet three times a year to conduct the business of NYS Women Inc.)
EC:	Executive Committee (comprised of the State officers serving as President, President Elect, Vice President, Secretary, and Treasurer)
CDO:	Career Development Opportunities, Inc. (An affiliated 501c3 organization providing funds for NYS Women, Inc. programs and scholarship opportunities).
GLEF:	Grace LeGendre Endowment Fund (an affiliated 501c3 organization providing annual endowments and special grants.)
MAL:	Member at Large (a membership option members can join to participate in NYS Women Inc., especially in geographic areas where no local Chapters exist)
MOI:	Manual of Instructions (an encyclopedia of sorts about NYS Women Inc. policies and procedures).
PE:	President Elect (member currently elected the President Elect automatically serves as President the following year).
PPD:	Personal and Political Development Programs (Athena Society, Career Recognition, New Careerist, Political Development, Youth Leadership—various programs promoting personal and political development culminating in competitions held at the Annual State Conference in June.
R.D.	Regional Director