

JOB DESCRIPTIONS

PRESIDENT

Job Description

Length of Term: 2 years, July-June

Time Commitment: Approx. 12 hours per week

General Description:

The President is the chief elected officer of the chapter. It is the President's responsibility to chair the Board of Directors and Executive Committee, oversee all aspects of the chapter's operations, and supervise the chapter's Executive Director. The President, furthermore, takes a leadership role in defining and operationalizing the Chapter's goals and objectives; provides leadership and encouragement to the Board and committee members; represents the Chapter to the public, other organizations, and to the social work community; and works closely with the Executive Director to assure the proper operation of the Chapter office and successful completion of planned activities. The President should understand the Bylaws, Chapter standards, fiscal operations, and staffing. The President is a Delegate to the Delegate Assembly and is expected to attend the annual Leadership Meeting in April. The President may appoint other members to chair committees or take on responsibility for a specific area of the Chapter's functioning. It remains the President's responsibility to oversee such appointees and to be accessible for questions, concerns, or problems that may arise. The President is also responsible for providing the President-Elect with ample opportunities to gain the knowledge necessary for a smooth transition of leadership at the end of the President's term of office.

SPECIFIC DUTIES:

- Chair the Executive Committee and Board of Directors meetings.
- Appoint committee chairs as necessary
- Provide leadership and encouragement to the volunteer leadership.
- Meet at least monthly with the Executive Director for the purpose of program planning, overseeing chapter operations, and supervision.
- Oversee all aspects of the Chapter's activities and operations.
- Attend as many NASW events and programs as feasible.
- Attend Delegate Assembly and related meeting prior to Delegate Assembly.
- Attend the National Leadership Meeting held annually in April.
- Represent the Chapter at various functions, work with the leadership of other organizations, and act as chief spokesperson for the Chapter.
- Be available to attend some committee meeting and branch meetings.
- Be accessible to the Executive Director for consultation.
- Be available to the Chapter's leadership and general membership for sharing of ideas, concerns, ect.
- Be accessible to the President – Elect and provide adequate opportunities for the President – Elect to learn the position of the President.

QUALIFICATIONS:

- An NASW member in good standing, with an MSW or BSW degree.
- Considerable NASW experience, preferably to include recent board membership.
- A strong commitment to social work values, ethics, advancement of the profession, social action, and NASW.
- Ability to commit approximately 12 hours per week to NASW activities with some availability during work hours to be expected.
- Demonstrate leadership qualities and skills.

PRESIDENT-ELECT

Job Description

LENGTH OF TERM: 1 year, July-June – followed by 2 years as President.

TIME COMMITMENT: Approx. 10-12 hours/month minimum.

GENERAL DESCRIPTION:

The President –Elect spends one year closely observing and assisting the President in order to learn the roles and responsibilities of the Presidency. The President may appoint the President – Elect to chair a committee or take responsibility for one of the following areas: professional standards; professional advancement; or social action. The President – Elect is expected to work with the President and Executive Director in order to carry out the Chapter's goals and objectives. The President – Elect is automatically a Delegate to Delegate Assembly and is expected to attend the annual National Leadership Meeting in April.

SPECIFIC DUTIES:

- Attend Board and Executive Committee meetings.
- Chair a committee or oversee a program area if so requested by the President.
- Upon request of the President represent the Chapter at various functions.
- Upon the request of the President meet with the President and Executive Director for planning and supervisory purposes.
- Attend as many NASW functions as feasible.
- Provide leadership to the Chapter's Board of Directors

QUALIFICATIONS:

- An NASW member in good standing with an MSW or BSW degree.
- Considerable NASW experience, preferably to include recent board membership.
- A strong commitment to social work values, ethics, advancement of the profession, social action, and NASW.
- Ability to commit at least 10-12 hours per month to NASW activities, with some availability during work hours to be likely.
- Demonstrate leadership qualities and skills.

VICE PRESIDENT

Job Description

LENGTH OF TERM: 2 years, June-July

TIME COMMITMENT: Approx. 6-8 hours per month

CHARGE:

The Vice – President shall fulfill the duties of the President in the event of absence or disability. The Vice – President is assigned oversight responsibility as assigned by the President.

GENERAL DESCRIPTION:

The Vice President is a Chapter Officer and a member of the Executive Committee and Board of Directors. The Vice President has the responsibility of overseeing all the programmatic functions, sharing with the other Chapter Officers, the responsibility for monitoring the activities of the Chapter's committees, and is accountable to the President. As a Chapter Officer the Vice President is closely involved with the plans, activities, and policy decisions. The Vice President may be called upon to assist the President in representing the Chapter. _

SPECIFIC DUTIES:

- Fulfill the duties of the President in the event of absence or disability of the President.
- Represent the President as requested.
- Serve on the Chapter committees as assigned by the President.
- Attend monthly Executive Committee Meetings and Board of Director Meetings.
- Work with the volunteer leadership and the Executive Director to oversee the Chapter's programmatic functions.
- Monitor assigned Chapter committees and act as a liaison between these committees and the Board of Directors. Includes providing technical support to committees in collaboration with the Executive Director.
- Represent the Chapter at various functions as requested by the President.
- Assist the President and executive Director as needed.
- Attend as many NASW functions as feasible.
- Provide leadership to the Chapter's Board of Directors.

QUALIFICATIONS:

- An NASW member in good standing with an MSW or BSW degree.
- Experience as a board member (NASW or other) is helpful.
- A commitment to the social work profession and NASW.
- Demonstrated leadership qualities and skills.

SECRETARY

Job Description

LENGTH OF TERM: 2 Years, July-June

TIME COMMITMENT: Approx. 6-8 hours per month

GENERAL DESCRIPTION:

The Secretary is a Chapter Officer and a member of the Executive Committee and Board of Directors. The Secretary is responsible for recording and typing the minutes at all the Executive Committee and Board of Directors meetings. Staff handle all distribution. As a Chapter Officer the Secretary is closely involved with the development and implementation of the Chapter's goals, program plans, activities and policy decisions. The Secretary chairs the Annual Meeting Committee, and may be called on to assist the President in representing the Chapter.

SPECIFIC DUTIES:

- Attend quarterly Board and all Executive Committee meetings.
- Record the minutes of the Executive Committee and Board of Directors meetings.
- Represent the Chapter at various functions as requested by the President.
- Assist the President and Executive Director as may be needed.
- Attend as many NASW functions as feasible.
- Provide leadership to the Chapter's Board of Directors.

QUALIFICATIONS:

- An NASW member in good standing with an MSW or BSW degree.
- Experience as a board member (NASW or other) is helpful.
- A commitment to the social work profession and NASW.
- Demonstrated leadership qualities and skills.

TREASURER

Job Description

LENGTH OF TERM: 2 years, July-June

TIME COMMITMENT: Approx. 8-10 hours per month

GENERAL DESCRIPTION:

The treasurer is the Chief Financial Officer of the Chapter and is both a member of the Executive Committee and the Board of Directors. The Treasurer is responsible for the overall fiscal management and financial policies of the Chapter (not including the actual day to day handling of funds). The Treasurer chairs the Finance Committee which meets quarterly to review the budget and develop the accrual budget which involves additional meetings between March and May. The Treasurer provides the Executive Committee and Board of Directors with monthly financial reports and makes recommendations as needed on fiscal policy. The Treasurer is expected to work closely with the Executive Director in order to maintain their oversight of the Chapter's fiscal operation. The Treasurer is also expected to work closely with the other officers of the Chapter as a member of the Executive Committee.

SPECIFIC DUTIES:

- Attend quarterly Board and Executive Committee meetings.
- Chair the Finance Committee, conduct quarterly monthly committee meetings and additional meetings as needed (particularly during budget development).
- Oversee the Chapter's fiscal operations in cooperation with the Executive Director.
- Reports on the Chapter's financial status at Executive Committee and Board of Directors meetings (staff handles preparation of the monthly financial statement and quarterly financial report).
- Makes recommendations on fiscal policy, financial operations, investments, etc., as necessary.
- Sign checks.
- Represent the Chapter at various functions and/or take on other official duties as required by the President.
- Be available for consultation with the Executive Director on matters relating to the Chapter's fiscal operations.
- May be called upon to work with staff on fundraising events.

- Provide leadership to the Chapter's Board of Directors.

QUALIFICATIONS:

- NASW member in good standing with an MSW or BSW degree.
- Have an understanding of budget development and basic knowledge of fiscal operations. Experience in developing and overseeing an agency or program budget is required.
- Able to attend Executive Committee and Board of Directors meeting and be readily available for consultation with the Chapter leadership and staff.
- Demonstrated leadership qualities and skills.

Branch Chair

Job Description

LENGTH OF TERM: 2 years, July-June

TIME COMMITMENT: 15hours per month

GENERAL DESCRIPTION:

- Attend quarterly meetings of the Board of Directors with a prepared summary of activity in their branch
- Complete timely branch reports submitted to the Executive Director
- Plan quarterly branch meetings.
- Be willing to serve on a 2 chapter committees as requested by the President
- The Branch Chairs provide the Board with expertise in their area of practice
- Promote the chapter's NASW activities among colleagues and the general membership with the Branch Chair.
- Attend as many statewide NASW functions as possible

QUALIFICATIONS:

- An NASW member in good standing with an MSW or BSW degree.
- Understanding of community; creativity and initiative
- Ability to develop relationships and plan events
- A commitment to the social work profession and NASW.
- Demonstrated leadership qualities and skills.

BSW/MSW STUDENT REPRESENTATIVE

Job Description

LENGTH OF TERM: 1 year, July-June

TIME COMMITMENT: Approx. 6 hours per month

GENERAL DESCRIPTION:

The BSW and MSW Student Representatives are members of the Board of Directors. The Student Representatives bring to the Board the perspectives of Social Work students and are liaisons between the Board and Social Work students. The Student Representatives are responsible for assisting the Chapter's leadership and Executive Director in the following areas: recruitment of student members; planning and implementing NASW activities related to the schools for Social Work; identifying students interested in NASW involvement; and promoting NASW activities among Social Work students. As Board Members the Student Representatives are involved in the Chapter's decision making process.

SPECIFIC DUTIES:

- Attend quarterly meeting of the Board of Directors.
- Identification and recruitment of student members.
- Distributing information to your school on NASW activities and encouraging students to participate.
- Assisting the Chapter leadership and Executive Director in planning NASW functions targeting Social Work students.
- Seeking input from Social Work students as to their interests and needs in relations to NASW, and sharing that input with the Board of Directors.
- Attending as many NASW functions as feasible
- Serving on a Chapter committee as requested by the President.

QUALIFICATIONS:

- An NASW member in good standing.
- Enrolled in a CSWE accredited BSW or MSW program during the year in which you serve as Student Board Representative.
- A commitment to the Social Work profession and to NASW.

CHAIR NOMINATIONS AND LEADERSHIP IDENTIFICATION COMMITTEE

Job Description

LENGTH OF TERM: 2 years, July-June

TIME COMMITMENT: Approx. 10-12 hours per month. Heaviest concentration of time November – April.

GENERAL DESCRIPTION:

The Chair of the Committee on Nominations and Leadership Identification (NLIC) oversees all aspects of the Chapter's leadership identification, nominations process, Chapter elections, and selection of the Social Worker of the year. The Chair presides over the NLIC meetings and oversees the work of the committee members. The Chair is also involved in the actual identification and contacting of potential candidates, especially those seeking Chapter officer positions. The NLIC Chair is a non voting member of the Board of Directors, and is the liaison between the Board and the NLIC. It is the responsibility of the Chair to assure that all the Chapter ballots are double slated, meet national election guidelines, and are in compliance with the Chapter's Affirmative Action Plan. It is also the Chair's responsibility to see that chapter deadlines for the completion of the ballot are adhered to.

SPECIFIC DUTIES:

- Conduct meetings of the NLIC as often as necessary to complete the committee's work.
- Oversee the nominating and leadership identification process.
- Oversee the work of the Committee's Branch Representatives.
- Assist in the identification and contacting of prospective candidates for appointive and elected positions (both state and national).
- Oversee the development of all chapter ballots, assuring they are double slated, meet National election guidelines, meet the Chapter's affirmative action plan,

meet the diversity of practice areas needed for the Board's composition, and see that they are compiled on time.

- Arrange for publicity in relation to Chapter elections and the search for candidates.
- Oversee all aspects of the nomination process for Social Worker of the Year and other awards nominees for Social Work Month.
- Work with the Chapter Leadership and Executive Director as needed.

QUALIFICATIONS:

- An NASW member in good standing with an MSW or BSW degree.
- Prior NASW experience, preferably as a NLIC member.
- A commitment to NASW and the Social Work profession.
- Demonstrated leadership qualities and skills.

REPRESENTATIVE TO THE NOMINATIONS AND LEADERSHIP IDENTIFICATION COMMITTEE

Job Description

LENGTH OF TERM: 2 Years, July-June

TIME COMMITMENT: Approximately 4-6 hours per month. Heaviest concentration of time November to March.

GENERAL DESCRIPTION:

The committee on Nominations and Leadership Identification (NLIC) is responsible for developing the Chapter's annual election slate, Delegate Assembly slate, identifying potential leadership for appointed positions, and selection of the Social Worker of the year and other awardees to be honored during Social Work Month. As a NLIC member you will be expected to work with another committee member from your area to identify candidates from your area to run for the Board of Directors and NLIC. In addition, you will be expected to assist in identifying candidates for Delegate Assembly, Social Work Month awardees, and potential leadership for appointed positions. It is the responsibility of the NLIC to present the Chapter with a double slate ballot that is in compliance with the Chapter's Affirmative Action Plan. A copy of this plan, as well as a list of the NASW members within your area will be supplied to you in November. Regional representation may be for the area you work or reside (if different).

SPECIFIC DUTIES:

Committee Responsibility:

- Develop a double slate for each position for which an election is being held.
- Ensure that the ballot includes candidates from a variety of practice settings so as to provide a needed diversity in the Board's composition.
- Meet election deadlines as set forth in the Bylaws.
- Ensure that all elections conform to the Affirmative Action Plan of the Chapter.
- Identify potential leadership for appointments and select awardees for Social Work Month.
- Identify and nominate individuals for National Office and appointments to national NASW committees/task forces.

Individual Committee Member Responsibility:

- Work closely in your own area to identify potential leadership (it is recommended that you attend Branch NASW meetings to meet members).
- Recruit members in your area of the state for Branch Chair and the NLIC.
- Thoroughly review the job descriptions with potential candidates and provide them with a copy of the job description.
- Get clear and complete biographical information on nominees using the summary sheets designed for that purpose.

- Assist the committee in developing a double slate for: Board Officers, Delegate Assembly, and NLIC Chair.
- Assist the committee in selecting awardees for Social Work Month activities and identify potential leadership.

QUALIFICATIONS:

- An NASW member in good standing with an MSW or BSW degree.
- It is helpful to have some familiarity with the area you represent.
- You need to be comfortable contacting members (generally by telephone) to request their candidacy. Long distance phone calls are reimbursed.

COMMITTEE CHAIRS

Abbreviated Job Descriptions

- Report to the Board of Directors on Committee activities either by written report or by attendance at the quarterly Board Meetings.
- Organize the Committee.
- Maintain an updated list of members including addresses and phone numbers; submit membership list to the Chapter office; notify the Chapter staff of membership changes.
- Arranges meetings and meeting schedule; send to Chapter office so that meetings can be announced in the bi monthly Chapter News.
- Submit Committee's work plan and budget request with attention to the Chapter's Strategic Plan.
- Evaluate work accomplished and budget in mid year.
- Write or arrange to have written Committee updates for publishing in the Chapter News. Articles need to be submitted no later than the 15th of the month prior to publication.
- Participate and encourage your committee members to participate in the Annual Conference, Lobby Day events, and Branch meetings.
- Serve as an identifies leader of NASW and a resource person in the area of practice covered by the committee.
- Arrange for a committee member to take minutes (Chapter staff handles distribution).

PLEASE NOTE:

Chapter staff will be available to support Committee operations and Committee Chairs.