



**Chapter Job Descriptions**  
*For Open Positions in 2021*

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# President-Elect/President

## Responsibilities:

- Is responsible, with other members of the Board, to assure that the goals of the Chapter are attained within the framework of National and Chapter policies.
- Is ex-officio member of all Chapter committees.
- Is available to consult and assist staff on Chapter business.
- Is responsible for making assignments to other officers and Board members.
- Reports to the Board on all interim actions of the Executive Committee.
- Makes appointments to organizational units as appropriate except appointments which are otherwise designated in the By-Laws.
- Facilitates review of the work of the Executive Director in accordance with the Personnel Policies of the Chapter.
- Reports to the Florida membership through the monthly President's Column in the Florida Chapter E-Newsletter.
- Represents Chapter as appropriate.

## Expectations:

Must exhibit a demonstrated commitment to the profession and have extensive leadership experience. Time involved includes attendance at board meetings, executive committee meetings, other Chapter committee and task force meetings, and national meetings. Is also chair of the Delegates and attends the Delegate Assembly. Must have three-year commitment to NASW. The first year is spent in learning the position of President, and accepting assignments from the President such as ex-officio representation to some committees. Then two years are spent as President of NASW-FL

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## **Second Vice President for Budget & Finance**

### Responsibilities:

- Attends all meetings of the Board of Directors and Executive Committee.
- Serves as Chair of the Finance Committee.
- Provides quarterly financial reports to the Board of Directors. This information will be compiled with the assistance of Chapter staff.
- Consults with and is available to the Chapter staff on financial matters.
- Safeguards and conserves the Chapter's assets.

### Expectations:

Has knowledge and experience in nonprofit organizations' financial matters. Also has knowledge of and commitment to program needs of NASW-FL. Must be available to fulfill duties of office for the two-year commitment to NASW-FL.

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# Secretary

## Responsibilities:

- Attends all meetings of the Board of Directors and Executive Committee and keeps a record of the proceedings.
- Sees that all non-fiscal records of the Chapter are kept in order in cooperation with the Chapter staff.
- Fulfills all other duties set forth for the office in the Chapter Bylaws.

## Expectations:

Must be available to fulfill duties of office for the two-year term. Possesses adequate writing skills for minutes and other record keeping. Submits minutes in final typed form to the Chapter office for editing, duplicating, and distributing. Has knowledge of and commitment to the mission of the NASW-FL Chapter.

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# Unit Chair

(Presiding Officer of the Unit Steering Committee)

## Responsibilities:

- Is responsible, with other members of the Steering Committee, to assure that the goals of the unit are attained, within the framework of National and Chapter policies.
- Is ex-officio member of all unit committees.
- Is available to consult and assist members on unit business.
- Is responsible for making assignments to Steering Committee members and other volunteers.
- Reports to the members on all interim actions of the Steering Committee.
- Makes appointments to organizational committees as appropriate except appointments which are otherwise designated in By-laws.
- Represents unit as appropriate.
- Is ultimately responsible for all unit activities, functions, etc.
- Serves on the NASW-FL Chapter Board of Directors

## Expectations:

Must exhibit a demonstrated commitment to the profession; extensive leadership experience.

Time involved includes attendance at Chapter Board and Steering Committee meetings, along with other Committee and Task Force meetings. Must have a two-year commitment to NASW.

## How Position is Chosen:

This position must be elected by the unit membership. A majority of all voting members is required. Unit positions can be single-slotted and, when single-slotted, may be announced and elected by unanimous consent.

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# BSW and MSW Student Representatives

## Responsibilities:

The BSW and MSW Student Representatives are elected each year and serve a one-year term on the NASW-FL Board of Directors.

1. Contact the Chapter Office with your full contact information. Get an update on all social media outlets operated on behalf of students by NASW-FL.
2. To assist with your transition, contact former BSW/MSW representatives.
3. Attend Chapter Board meetings:
  - There are four Chapter Board meetings throughout one scholastic calendar (from June to June).
  - Travel and lodging expenses are covered by NASW. Reimbursement form will be provided at first orientation meeting along with expense details.
4. Write articles for the E-Newsletter
  - E-Newsletters are distributed to all NASW members.
  - Newsletter articles are no longer than 500 words and should be divided between statewide student representatives.
  - The first newsletter usually includes a short bio of the student reps and goals for the year. Subsequent newsletters are left to the discretion of the student reps.
5. Schedule and coordinate informational sessions with schools and NASW-FL local units.
  - Meet with your Unit Chairs at the first Board meeting. Identify the Schools of Social Work in each of their Units. Exchange contact information with the Unit Chairs.
  - Contact each local Unit's student representatives and develop a student listserv.
  - Contact student association leadership at the various schools and add them to the listserv.

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- Begin to make contacts with the Deans and Directors of the schools of Social Work.
  - Serve on the planning committee for the annual Student Leadership Summit and the Leadership, Education and Advocacy Day (LEAD).
  - Attend local Unit meetings and encourage other students to attend.

Expectations:

Be available to fulfill duties of the office for their one year term; knowledge of and commitment to the mission of the NASW Chapter; leadership ability and experience in Chapter affairs.

Requirements:

Must be a current student with at least 2 semesters remaining as of the first day of office (July 1).



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## **Member, Chapter Committee on Nominations & Leadership Identification (CCNLI)**

### Responsibilities:

- Participate in developing annually a slate of candidates for Chapter elections.
- Establish deadlines for elections.
- Works closely with members in identifying leadership and in developing the slate.
- Informs all candidates and appointees of the duties and responsibilities of office.
- Select the Chapter's Social Worker of the Year; Citizen of the Year; Elected Official of the Year; Social Work Student of the Year; and Social Work Educator of the Year from the Unit award winners.

### Expectations:

Must be willing and available to meet and assure sound nominations process; must have knowledge of NASW's program needs and be familiar with the professional social work community; must be committed to identifying and developing Chapter leadership.