



**Chapter Job Descriptions**  
*For Open Positions in 2018*

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# First Vice-President

## Responsibilities:

- Fulfills the duties of the President in the event of the absence or disability of the President.
- Attends all meetings of the Board of Directors and Executive Committee.
- Represents the President as requested.
- Serve on Chapter Committees as assigned by the President, and oversees the Chapter Diversity Plan.
- Fulfills other duties as assigned by the President.

## Expectations:

Must exhibit a demonstrated commitment to the profession, and have extensive leadership experience. Time involved includes attendance at Board and Executive Committee meetings, along with other committee and task force meetings; must be available to attend Delegate Assembly if required.

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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

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of all voting members is required. Unit positions can be single-slated and, when single-slated, may be announced and elected by unanimous consent.

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# NASW-FL Student Representative

## 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 newsletter
  - Newsletters are distributed to all NASW members.
  - Newsletter articles are no longer than 1,000 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.
  - Begin to make contacts with the Deans and Directors of the schools of Social Work.
  - Serve on the planning committee for the annual Student

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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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# Delegate to Delegate Assembly

## Responsibilities:

- Serves as member of the representational Unit's Executive Committee.
- Participates in the Delegate Assembly Review Panels online to revise language of upcoming policy statements for review.
- Participate in Coalition meetings and activities.
- Review upcoming issues and discuss with Florida members.
- Represent the members of Florida during Delegate Assembly.
- Interpret Delegate Assembly events and policy changes to Florida members.

## Expectations:

Demonstrates knowledge and commitment to the mission and goals of NASW. Be available to fulfill duties of the office for a three-year term; plan to attend the Delegate Assembly and Pre-Assembly Coalition meeting(s).



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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.