



# **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-slotted and, when single-slotted, may be announced and elected by unanimous consent.

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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.