



Chapter Job Descriptions

For Open Positions 2017

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 bi-monthly President's Column in the Florida Chapter 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 four-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. Two years are spent as President of NASW-FL, and the last year is served as Past President.

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.

Graduate/Undergraduate Student Representative

Responsibilities:

- Attends all Board of Directors meetings and conducts the business of the Chapter in accordance with Chapter By-Laws.
- Participates in decision-making process to fulfill the mission of the Chapter.
- Serves on committees as requested by the President.
- Interprets Board policies and decisions to Chapter student membership.
- Undergraduate and graduate student Board members must be able to identify issues and concerns of constituency and advocate in constituents best interest.
- Attend NASW-FL annual conference and work to develop or enhance student-related opportunities for networking and/or education.
- Reports to the Florida membership through the bi-monthly Students' Column in the Florida Chapter Newsletter.
- Strive to increase student membership.

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).

Member, Committee on Nominations & Leadership Identification

Responsibilities:

- Participate in developing annually at least a double slate of candidates for Chapter elections. This slate must reflect the Chapter's Affirmative Action programs.
- Meets deadlines for elections as set in By-Laws.
- Works closely with members in identifying leadership and in developing the slate.
- Informs all candidates and appointees of the duties and responsibilities of office.
- Submits suggestions for state nominations.
- Select the Chapter's Social Worker of the Year, Citizen of the Year, Elected Official of the Year, and Student of the Year from the Unit Award winner each February.

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.