



# **Chapter Job Descriptions**

March 2020

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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 as Chair of the Membership Recruitment & Retention Committee.
- 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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# **Graduate (MSW)/Undergraduate (BSW) 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).

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# **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.

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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.

