



Chapter Job Descriptions

For Open Positions in 2025

President-Elect/President

Responsibilities:

- Lead the development and implementation of the Chapter's strategic plan in alignment with National NASW goals and policies.
- Preside over all Board of Directors and membership meetings to ensure effective governance and decision-making.
- Serve as an ex-officio member of all Chapter committees to promote coordination and alignment across Chapter activities.
- Act as the primary liaison between the Board and the Executive Director.
- Provide guidance to and make assignments for Board members and officers to advance Chapter initiatives.
- Appoint members to committees and organizational units as permitted by the Chapter By-Laws.
- Consult with and support staff on Chapter operations, initiatives, and emerging issues.
- Report regularly to the Board and Chapter membership, including updates on actions taken by the Executive Committee between meetings.
- Represent the Chapter at official events, public forums, and professional meetings as appropriate.
- Communicate with Chapter membership through a regular column in the Florida Chapter E-Newsletter.
- Promote ethical standards and professional integrity in accordance with NASW's Code of Ethics
- Facilitate strategic partnerships with community organizations, universities, and policy stakeholders to enhance Chapter visibility and impact.
- Mentor and support the President-Elect in preparation for their transition into leadership, ensuring continuity and institutional knowledge.
- Oversee Board development by encouraging leadership training, engagement, and succession planning.

Expectations:

Must exhibit a demonstrated commitment to the profession and have extensive leadership experience. Time involved includes attendance at

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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 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.

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, guiding fiscal strategy and oversight.
- Provide quarterly financial reports to the Board of Directors, in collaboration with Chapter staff.
- Consults with Chapter staff on financial planning, budgeting, and fiscal management.
- Assist in the development and evaluation of financial policies and procedures.
- Ensure the safeguarding, stewardship, and appropriate use of the Chapter's financial assets.
- Support the annual budgeting process and monitor financial performance in alignment with Chapter priorities.
- Provide financial guidance to units, especially regarding budget requests or allocations.

Expectations:

Possess knowledge and experience in nonprofit financial management, including budgeting, reporting, and oversight. Demonstrate a strong understanding of and commitment to the mission and programmatic goals of NASW-FL. Commit to fulfilling the responsibilities of this position throughout the two-year term. Maintain transparency, accountability, and ethical integrity in all financial matters.

Secretary

Responsibilities:

- Attends all meetings of the Board of Directors and Executive Committee. Accurately document proceedings through timely and detailed meeting minutes.
- Ensure the proper maintenance and organization of all non-financial Chapter records, in coordination with Chapter staff.
- Track and report on board member attendance and quorum status for meetings.
- Assist the President and Executive Director in preparing meeting agendas and supporting materials.
- Support the governance process by helping monitor compliance with Chapter Charter, election timelines, and procedural requirements.
- Supports the coordination of board communications, including announcements, newsletters, or updates to members.
- 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. Demonstrate strong written communication and organizational skills to support accurate record-keeping and effective information sharing. Maintain familiarity with and commitment to the mission, goals, and strategic priorities of NASW-FL. Ensure the confidentiality and integrity of sensitive Chapter documentation and correspondence.

Unit Chair

(Presiding Officer of the Unit Steering Committee)

Responsibilities:

- Is responsible, with other members of the Steering Committee, to ensure that the unit's goals are attained, within the framework of the National and Chapter strategic plan.
- Is ex-officio member of all unit committees.
- Is available to consult and assist members on unit business, membership, and other inquiries.
- Is responsible for making assignments to Steering Committee members and other volunteers.
- Reports to the members on all interim actions of the Steering Committee.
- Represents the unit appropriately in community events, speaking engagements, and Chapter-required events such as Conference and LEAD.
- Is ultimately responsible for all unit activities and functions by creating, organizing, and completing the Event Planning Form.
- 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 attend State Conference and LEAD events unless otherwise excused by the board president. Must have a two-year commitment to NASW.

How Position is Chosen:

The unit membership must elect this position or be appointed by the Chapter's President. A majority of all voting members are required. Unit positions can be single-slated and, when single-slated, may be announced and elected by unanimous consent.

BSW and MSW Student Representatives

Responsibilities:

- Attend Board of Directors meetings during the academic year (June–June). Travel and lodging costs are covered by NASW-FL.
- Advocate for student needs and perspectives during Board discussions
- Contribute to Chapter strategies around student recruitment and retention.
- Encourage student membership and promote NASW-FL benefits through classroom visits, tabling events, and social media engagement.
- Serve as a regular communication bridge between NASW-FL and social work students across the state utilizing the student representative email and the Chapter’s SLACK channel to share updates, opportunities, and encourage involvement.
- Co-Facilitate the Student Ambassador Program with the Executive Director to coordinate and grow the Student Ambassador Program, including recruitment, training, and engagement of ambassadors across Florida schools.
- Assist in planning and promoting NASW-FL’s annual LEAD event, including helping mobilize student participation and contributing to content development.
- Establish relationships with local Unit Chairs and the unit BSW and MSW student representatives.
- Help identify emerging student leaders for future involvement in NASW-FL.

Expectations:

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

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; Public 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.

