

JOB TITLE: CHAPTER PRESIDENT
Rev. June 1999

The President is the presiding officer of the Board of Directors and Executive Committee and an ex-officio member of all committees: represents the Board of Directors between its meetings and reports to the Board of Directors all-important interim actions. This person serves as an identified NASW leader and fills a two-year term. The President works with Chapter Officers, Board and Chapter members to fulfill the mission of the Chapter. All Chapter elected terms run from July 1 through June 30.

RESPONSIBILITIES

1. Presides at all meetings of the Board of Directors and Executive Committee.
2. Works with the Board to assure the fulfillment of duties of the Board as designated by the Chapter by-laws.
3. Is available for consultation and assistance to Chapter staff, and is the primary supervisor of the Chapter Executive Director and provides an annual review of Chapter Executive Director per guidelines set by the Personnel Committee.
4. Appoints Board members and officers to interim task forces, sub-committees or special assignments as needed or requested by the Board.
5. Submits a report at all Board meetings.
6. Appoints Chairs of all Committees, Task Forces and other designated groups as required.
7. Represents the Chapter in attendance at national, regional and statewide meetings, including Annual Leadership meeting and Delegate Assembly.
8. Acts as a consultant to the Chair of all Chapter Committees as needed.
9. Reviews adjudication cases of the Chapter Professional Review Committee, assures compliance with NASW procedures, and plans and implements recommendations contained in final report.

QUALIFICATIONS

- ◆ Membership in NASW.
- ◆ Knowledge of and commitment to NASW and the Chapter.
- ◆ Evidence of active involvement in Chapter activities.
- ◆ Availability to fulfill the duties of the office.

JOB TITLE: PRESIDENT-ELECT
Rev. March 1999

The President Elect serves as an identified NASW elected Board member and is elected one year in advance of assuming the duties of the office. This person is a voting member of the Board and participates in the decision making process. The President Elect works with other Chapter officers, Board members, Chapter members and Chapter staff to fulfill the mission of the Chapter.

RESPONSIBILITIES

1. Serves as an apprentice to the office of President.
2. Fulfills all of the duties of the President in the event of absence or disability of the President.
3. Attends all meetings of the Board of Directors and Executive Committee.
4. Serves on Chapter committees as assigned by the President.
5. Represents the Chapter in attendance at national, regional and statewide meetings as assigned by the President.
6. Assists the President with adjudicated cases of the Chapter Professional Review Committee, helps in assuring compliance with NASW procedures, helps in planning and implementing recommendations in final report, and monitors cases as assigned by the President.

QUALIFICATIONS

- ◆ Membership in NASW.
- ◆ Knowledge of and commitment to NASW and the Chapter.
- ◆ Evidence of active involvement and leadership in Chapter activities.
- ◆ Availability to fulfill the duties of the office.

**JOB TITLE:
VICE PRESIDENT OF
MARKETING AND COMMUNICATION
Rev. December 2003**

The Vice President of Communication and Marketing serves as an NASW Board member, is elected to a two-year term on the Board of Directors, attends all meetings of the Board of Directors and participates in the decision making process. The Vice President works with other Chapter officers, Board members, Chapter members and Chapter staff to fulfill the mission of the Chapter. This person serves as program coordinator to fulfill the goal of the Membership and Communication Services Committee: to enhance the effective functioning of the Chapter and to improve the way we serve its members. All Chapter elected terms run from July 1 through June 30.

RESPONSIBILITIES

1. Liaisons with the Membership Committee, Communication and Media Committee, and other Committees as assigned.
2. Provides consultation to the chairpersons of the above groups as appropriate.
3. Provides an effective communications link between the Board of Directors and the Membership Committee and Communication and Media Committee with a quarterly report of their activities.
4. Assures that programs and activities of the above groups are coordinated with each other and with related activities of groups in other program areas.
5. Assures development and implementation of plans and activities that are consistent with the Chapter's strategic plan, policies and procedures.
6. Assures the timely completion of projects and programs.
7. Identifies problems areas and undertakes corrective actions in a timely manner.
8. Recommends candidates for Committee appointments.
9. Represents the Chapter in attendance at national, regional and statewide meetings as assigned by the President.
10. Fosters membership in the Schools of Social Work and coordinates with the Student Board Representatives.

QUALIFICATIONS

- Membership in NASW.
- Knowledge of and commitment to NASW and the Chapter.
- Evidence of active involvement and leadership in Chapter activities.
- Availability to fulfill the duties of the office

JOB TITLE: VICE PRESIDENT OF SOCIAL AND POLITICAL ACTION
Rev. March 1999

The Vice President Social and Political Action serves as an identified NASW elected Board member, is elected to a two-year term, attends all meetings of the Board of Directors and participates in the decision making process. The Vice President works with other Chapter officers, Board members, Chapter members and Chapter staff to fulfill the mission of the Chapter. This person serves as program coordinator by identifying members to volunteer on assigned committees and projects and overseeing their work. All Chapter elected terms run from July 1 through June 30.

RESPONSIBILITIES

1. Oversees the Legislative Action Committee (LAC), Political Action for Candidate Election (PACE), Lobby Day and other Committees and Councils as assigned.
2. Seeks to establish active legislative groups in all areas of the state.
3. Provides consultation to the chairpersons of the above groups.
4. Provides an effective communications link between the Board of Directors and the above groups with a quarterly report of their activities.
5. Assures that programs and activities of the above groups are coordinated with each other and with related activities of groups in other program areas.
6. Assures development and implementation of plans and activities that are consistent with the Chapter's strategic plan, policies and procedures.
7. Assists with Telephone Tree Activities in respective Legislative Districts as assigned by Legislative Action Committee Chair.
8. Assures the timely completion of assigned projects and programs.
9. Identifies problems areas and undertakes corrective actions in a timely manner.
10. Recommends candidates for Committee appointments.
11. Represents the Chapter in attendance at national, regional and statewide meetings as assigned by the President.

QUALIFICATIONS

- ◆ Membership in NASW.
- ◆ Knowledge of and commitment to NASW and the Chapter.
- ◆ Evidence of active involvement and leadership in Chapter activities.
- ◆ Availability to fulfill the duties of the office.

**JOB TITLE: VICE PRESIDENT OF
PROFESSIONAL DEVELOPMENT AND STANDARDS
Rev. March 1999**

The Vice President of Professional Development serves as an identified NASW elected Board members, is elected to a two-year term on the Board of Directors, attends all meetings of the Board of Directors and participates in the decision making process. The Vice President works with other Chapter officers, Board members, Chapter members and Chapter staff to fulfill the mission of the Chapter. This person serves as program coordinator by identifying members to volunteer on assigned committees and projects and overseeing their work.. All Chapter terms run from July 1 through June 30.

RESPONSIBILITIES

1. Oversees the Professional Development Committee, the Annual Conference Committee and other Committees and Councils as assigned.
2. Identifies current practice issues and problems, communicates with the appropriate member groups and plans action.
3. Provides consultation to the chairpersons of the above groups.
4. Provides an effective communications link between the Board of Directors and the above groups with a quarterly report of their activities.
5. Assures that programs and activities of the above groups are coordinated with each other and with related activities of groups in other program areas.
6. Assures development and implementation of plans and activities that are consistent with the Chapter's strategic plan, policies and procedures.
7. Assures the timely completion of assigned projects and programs.
8. Identifies problems areas and undertakes corrective actions in a timely manner.
9. Recommends candidates for Committee appointments.
10. Represents the Chapter in attendance at national, regional and statewide meetings as assigned by the President.

QUALIFICATIONS

- Membership in NASW.
- Knowledge of and commitment to NASW and the Chapter.
- Evidence of active involvement and leadership in Chapter activities.
- Availability to fulfill the duties of the office.

JOB TITLE: VICE PRESIDENT OF DIVERSITY
Rev. December 2003

The Vice President of Diversity serves as an identified NASW elected Board member, is elected to a two-year term on the Board of Directors, attends all meetings of the Board of Directors and participates in the decision making process. The Vice President works with other Chapter officers, Board members, Chapter members and Chapter staff to fulfill the mission of the Chapter. This person serves as program coordinator by identifying members to volunteer on assigned committees and projects and overseeing their work. All Chapter terms run from July 1 through June 30.

Responsibilities

The Committee is responsible for the development of programs, activities, policy and leadership identification that pertain to the mission and goals of this committee.

QUALIFICATIONS

- Membership in NASW.
- Knowledge of and commitment to NASW and the Chapter.
- Evidence of active involvement and leadership in Chapter activities.
- Availability to fulfill the duties of the office.

JOB TITLE: TREASURER
Rev. March 1999

The Treasurer serves as an identified NASW elected Board member and fills a two year term in office, attends all meetings of the Board of Directors and participates in the decision making process. The Treasurer works with other Chapter officers, Board members, Chapter members and Chapter staff to fulfill the mission of the Chapter. All Chapter elected terms run from July 1 through June 30.

RESPONSIBILITIES

1. Oversees Chapter receipts, deposits, disbursement and withdrawal of all funds by Chapter staff.
2. Oversees financial planning for the Chapter, including development of financial policy for Board approval, prepares the annual budget with assistance from staff, secures the annual audit, and develops long-range plans for Chapter savings. Consults with Chapter staff on financial matters.
3. Monitors Chapter fiscal policies to ensure compliance with National standards.
4. Provides financial reports to the Board of Directors and Executive Committee on a quarterly basis.
5. Chairs Chapter Finance Committee or any other committee established to develop fiscal policies and procedures.
6. Reviews adjudicated cases of the Chapter Professional Review Committee, helps assure compliance with NASW procedures, helps in planning and implementing recommendations in final report, and monitors cases as assigned by the President.

QUALIFICATIONS

- ◆ Membership in NASW.
- ◆ Knowledge of and commitment to NASW and the Chapter.
- ◆ Evidence of active involvement and leadership in Chapter activities.
- ◆ Availability to fulfill the duties of the office.
- ◆ Knowledge and experience in financial aspects of nonprofit organizations.

JOB TITLE: TREASURER-ELECT

The Treasurer Elect serves as an identified NASW elected Board member and is elected one year in advance of assuming the duties of the office. This person is a voting member of the Board and participates in the decision making process. The Treasurer Elect works with other Chapter officers, Board members, Chapter members and Chapter staff to fulfill the mission of the Chapter.

RESPONSIBILITIES

1. Serves as an apprentice to the office of Treasurer.
2. Fulfills all of the duties of the Treasurer in the event of absence or disability of the Treasurer.
3. Attends all meetings of the Board of Directors and Executive Committee.
4. Serves on Chapter committees as assigned by the President.
5. Represents the Chapter in attendance at national, regional and statewide meetings as assigned by the President.
6. Assists the President with adjudicated cases of the Chapter Professional Review Committee, helps in assuring compliance with NASW procedures, helps in planning and implementing recommendations in final report, and monitors cases as assigned by the President.

QUALIFICATIONS

- ◆ Membership in NASW.
- ◆ Knowledge of and commitment to NASW and the Chapter.
- ◆ Evidence of active involvement and leadership in Chapter activities.
- ◆ Availability to fulfill the duties of the office.
- ◆ Knowledge and experience in financial aspects of non-profit organizations.

JOB TITLE: SECRETARY
Rev. March 1999

The Secretary serves as an identified NASW elected Board member and fills a two year term in office, attends all meetings of the Board of Directors and participates in the decision making process. The Secretary works with other Chapter officers, Board members, Chapter members and Chapter staff to fulfill the mission of the Chapter. All Chapter elected terms run from July 1 through June 30.

RESPONSIBILITIES

1. Records minutes at all Board and Executive Committee meetings and other meetings as assigned.
2. Maintains order of all non-fiscal records of the Chapter.
3. Serves as the primary liaison between the Board of Directors and Regional Representatives to insure that Regional programs are developed and implemented in a fashion consistent with the Chapter's strategic plan, policies and procedures of the Association.
4. Represents the Chapter in attendance at national, regional and statewide meetings as assigned by the President.
5. Reviews adjudicated cases of the Chapter Professional Review Committee, helps assure compliance with NASW procedures, helps in planning and implementing recommendations in final report, and monitors cases as assigned by the President.

QUALIFICATIONS

- ◆ Membership in NASW.
- ◆ Knowledge of and commitment to NASW and the Chapter.
- ◆ Evidence of active involvement and leadership in Chapter activities.
- ◆ Availability to fulfill the duties of the office.

JOB TITLE: REGION REPRESENTATIVE
Rev. September 2001

The Region Representative serves as an identified NASW elected Board member and fills a two year term in office, attends all meetings of the Board of Directors and participates in the decision making process. The Representative works with other Chapter officers, Board members, Chapter members and Chapter staff to fulfill the mission of the Chapter. All Chapter elected terms run from July 1 through June 20.

RESPONSIBILITIES

Responsible for the functioning of Regions and in the development of District leadership and activities.

Activities

1. Provide leadership to the development of Districts within the Regions.
2. Hold quarterly Region leadership and program development meetings with District Chairs.
3. Recommend candidates to the NLIC Committee for Chapter elections.
4. Recommend candidates to the President for Committee appointments.
5. Prepare and deliver a written quarterly report of plans/activities to the Board of Directors.
6. Establish and maintain contact with the faculty and Student District Chair at the schools of social work within the Region (if such are present.)
7. Select and present annual Region awards (e.g., Social Worker and Public Citizen of the Year) and nominate the winners for the State awards. Submit name(s) to the Chapter for statewide awards.
8. Submit a calendar of meeting dates and summary of events to the Chapter office for publication in each issue of Currents.
9. Invite NASW members and non members to attend the District meetings and become involved in the District activities.
10. Hold at least one workshop or training per year. Charge admission with the goal of attaining excess revenue.

QUALIFICATIONS

- ◆ Membership in NASW.
- ◆ Commitment to NASW, the Washington State Chapter of NASW and to the profession of social work.
- ◆ Interest in developing leadership skills and becoming involved in Chapter, Region and District activities.
- ◆ Willingness and availability to fulfill the duties of the office.

JOB TITLE: MSW STUDENT REPRESENTATIVE
Rev. March 1999

The MSW Student Representative serves a one-year term on the Board of Directors, attends all meetings of the Board of Directors and participates in the decision making process. The Representative serves as an identified NASW leader and works with the Chapter officers, Board members and Chapter members to fulfill the mission of the Chapter. All Chapter elected terms run from July 1 through June 30.

RESPONSIBILITIES

1. Serves as the representative for all MSW students in the state assuring adequate flow of information from the Chapter and Board to identified Student District Chairs.
2. Assists with the recruitment of a Student District Chair from each of the MSW programs in the state in the spring to begin transition of activities.
3. Meets with the incoming Student Board Representative, after the Spring election, to create a smooth transition for future activities.
4. Meets in the fall with the Student District Chairs and a representative from the Chapter to:
 - a) identify student activities and
 - b) plan for student membership recruitment and retention.
5. Is encouraged to attend the local District meetings and encourages students to participate in these meetings and activities.
6. Convenes NASW meetings for students on his/her own campus 1-2 times a year and encourages the Student District Chairs to hold similar student meetings.
7. Communicates with the Board Representative in the Region in which the student goes to school.
8. Provides quarterly reports to the Board.
9. Writes articles on MSW student activities for the *Currents*.
10. Identifies student members with leadership interest or potential for the Chapter Nominations and Leadership Identification Committee (NLIC).
11. Communicates with the identified faculty liaisons in the school at which the student attends.

QUALIFICATIONS

- ◆ Membership in NASW.
- ◆ Must have at least one year remaining in his/her program of study when taking office.
- ◆ Knowledge of and commitment to NASW and the Chapter.
- ◆ Interest in becoming involved in a leadership training position and in Chapter activities.
- ◆ Availability to fulfill the duties of the office.

JOB TITLE: BSW STUDENT REPRESENTATIVE
Rev. March 1999

The BSW Student Representative serves a one-year term on the Board of Directors, attends all meetings of the Board of Directors and participates in the decision making process. The Representative serves as an identified NASW leader and works with the Chapter officers, Board members and Chapter members to fulfill the mission of the Chapter. All Chapter elected terms run from July 1 through June 30.

RESPONSIBILITIES

1. Serves as the representative for all BSW students in the state assuring adequate information flow from the Chapter and Board to identified Student District Chairs.
2. Assists with the recruitment of a Student District Chair from each of the BSW programs in the state in the spring to begin transition of activities.
3. Meets with the incoming Student Board Representative, after the Spring election, to create a smooth transition for future activities.
4. Meets in the fall with the Student District Chairs and a representative from the Chapter to:
 - a) identify student activities and
 - b) plan for student membership recruitment and retention.
5. Convenes NASW meetings for students on his/her own campus 1-2 times a year and encourages the Student District Chair in other schools to hold similar student meetings.
6. Communicates with the Board Representative in the Region in which the student goes to school.
7. Is encouraged to attend the local District meetings and encourages students to participate in these meetings and activities.
8. Provides quarterly written reports to the Board.
9. Writes articles on BSW student activities for the *Currents*.
10. Identifies student members with leadership interest or potential for the Chapter Nominations and Leadership Identification Committee (NLIC).
11. Communicates with the BSW and faculty liaisons in the school at which the student attends.

QUALIFICATIONS

- ◆ Membership in NASW.
- ◆ Must have at least one year remaining in his/her program of study when taking office.
- ◆ Knowledge of and commitment to NASW and the Chapter.
- ◆ Interest in becoming involved in a leadership training position and in Chapter activities.
- ◆ Availability to fulfill the duties of the office.

JOB TITLE: DISTRICT CHAIR
Rev. September 2001

NASW members elect a District Chair and student District Chair from their respective geographic areas. This person reports directly to the Region Representative. This is not an elected Board position. This person provides leadership and coordination of District activities. Positions are in effect July 1 through June 30.

ACTIVITY GUIDELINES FOR DISTRICTS

Mandatory

1. Recommend candidates to the Region Representative for Chapter elections.
2. Prepare and deliver a written quarterly report of plans/activities to the Region Representative.
3. Establish and maintain contact with the faculty liaisons and the Student District Chairs within the District (if such are present).
4. Submit a calendar of meeting dates and summary of events to the Chapter office for publication in each issue of Currents.
5. Invite NASW members to attend the District meetings and become involved in the District activities.
6. Recruit non-members to join the association and become involved in the District activities.
7. Present at least one workshop or training per year. Charge admission with the goal of attaining excess revenue.
8. Consider selecting and presenting annual awards for District Social Worker and District Public Citizen of the Year and nominate the winners for the Region awards.
9. Plan and deliver one Social Work Month event in March.

QUALIFICATIONS

- ◆ Membership in NASW.
- ◆ Commitment to NASW, the Washington Chapter of NASW and to the profession of social work.
- ◆ Interest in developing leadership skills and becoming involved in District and Chapter activities.
- ◆ Willingness and availability to fulfill the duties of the position.

JOB TITLE: CAMPUS STUDENT LIAISON
REV. March 1999

Student Liaisons are volunteers from the schools and programs of social work throughout the state. More than one liaison can volunteer at each school or program. Position is valid from July 1 through June 30.

RESPONSIBILITIES

1. Works closely with the elected Student Board Representatives and Student District Chairs to disseminate NASW information and materials to other students in their programs.
2. Encourages student membership in NASW.
3. Assists the Student Representatives and Student District Chairs to identify students as board candidates and student liaisons in the spring to insure a smooth transition in the fall.
4. Meets in the fall with the Student Representative and Student District Chairs and an NASW faculty member to identify student NASW programs or activities.
5. Convenes students on his/her own campus with the assistance of a Chapter member.

QUALIFICATIONS

- ◆ Commitment to learning more about their professional association.
- ◆ Time and interest to fulfill the responsibilities identified above.

<p style="text-align: center;">JOB TITLE: KEY LEGISLATIVE CONTACT Revised June 2001</p>

Key Legislative Contacts are volunteers from the Chapter Regions/Districts throughout the state. Their position is appointed by the President and is valid from July 1 through June 30. A person may serve in this position for more than one successive term.

RESPONSIBILITIES

1. Works closely with the State Legislative Action Committee to gather and disseminate legislative information to local members.
2. Encourages active legislative participation by members at the local level.
3. Meets regularly with local members to identify local issues regarding the profession of social work and issues relating to the clients they serve.
4. Meets with local legislators in their home office at least once a year.
5. Encourages local members to attend Lobby Day annually and to meet with local legislators in Olympia on that day.

QUALIFICATIONS

- Membership in NASW
- Commitment to learning more about the legislative process and to bring that information to local members.