

# NASW-PA Board of Directors Job Descriptions

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## President

*TERM: Three years*

### Role

To advance the mission, vision, and strategic plan of NASW-PA, represent the Chapter externally, and ensure effective management of the Board. The President works in partnership with the Board of Directors to govern the Chapter by establishing policies; protecting assets and providing financial oversight in coordination with Chapter staff and the national office; and approving and ensuring annual programmatic goals of the Chapter are accomplished.

### Specific Duties

- Chair the Executive Committee and Board of Directors meetings
- Appoint committee chairs as necessary
- Provide leadership and encouragement to the volunteer leadership
- Meet at least bi-weekly with the Executive Director for the purpose of program planning, overseeing chapter operations, and supervision
- Oversee all aspects of the Chapter's activities and operations
- Attend as many NASW events and programs as feasible
- Attend Delegate Assembly and related meeting prior to Delegate Assembly
- Attend meetings of the national NASW representing Pennsylvania, including the Association Leadership Meeting and the National NASW Conference
- Represent the Chapter at various functions, work with the leadership of other organizations, and act as chief spokesperson for the Chapter
- Be available to attend some committee meeting and branch meetings
- Be accessible to the Executive Director for consultation
- Be available to the Chapter's leadership and general membership for sharing of ideas, concerns, etc.
- Be accessible to the President-Elect and provide adequate opportunities for the President-Elect to learn the position of the President
- Build and maintain coalitions within the Chapter to advance organizational mission and goals

### Qualifications

- Educational requirements include a minimum of a BSW degree
- Must be a member in good standing

- Strong leadership experience in NASW at chapter or national levels, and other non-profit organizations is required
  - Outstanding professional reputation, credibility, and stature
  - Availability to make required time commitment of at least 12 hours per week
  - Knowledge of legal record-keeping requirements
  - Knowledge of the respective governance and management roles of volunteer and paid staff, and the ability to distinguish between Board leadership responsibilities and executive leadership decision making
  - Proficient writing, communication, and presentation skills
  - Critical thinker with the ability to analyze, think clearly and creatively
  - Effective team work (with Association staff, Board members, and Association members) and time management skills
  - The President will serve one year as President-Elect prior to serving as President.
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## **President-Elect**

*TERM: One year*

### **Role**

To prepare for role as President of the Chapter, advancing the mission, vision, and strategic plan of the Chapter, representing the Chapter externally, and ensuring effective management of the Board. Candidates for President-Elect must meet the qualifications and be able to assume the responsibilities and meet the time commitment when they assume the Presidency.

### **Specific Duties**

- Serve as President-Elect of the Board of Directors for one year prior to assuming the duties of the President
- Understand and support all components of the NASW-PA Chapter, including the Chapter's divisions and committees
- Attend Executive Committee and Board of Directors meetings
- Serve on Chapter committees as requested by the President
- Meet with the President and Executive Director when requested for planning and advisory purposes
- Attend as many NASW functions as feasible (including the annual meeting)
- Provide leadership to the Chapter's Board of Directors
- Represent the Chapter at various functions as requested by the President
- Serve as a Delegate from the Chapter to the Delegate Assembly

- Be available to attend the national Annual Leadership Meeting as needed
- Fulfill other duties as requested by the President

## **Qualifications**

- Educational requirements include a minimum of a BSW degree
  - Must be a member in good standing
  - Strong leadership experience in NASW at chapter or national levels, and other non-profit organizations is required
  - Outstanding professional reputation, credibility, and stature
  - Availability to make required time commitment of at least ten hours per week
  - Knowledge of legal record-keeping requirements
  - Knowledge of the respective governance and management roles of volunteer and paid staff, and the ability to distinguish between Board leadership responsibilities and executive leadership decision making
  - Proficient writing, communication, and presentation skills
  - Critical thinker with the ability to analyze, think clearly and creatively
  - Effective team work (with Association staff, Board members, and Association members) and time management skills
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## **First Vice-President**

*TERM: Three years (eff. July 1, 2018); two years (ending June 30, 2018)*

### **Role**

To advance the mission, vision, and strategic plan of NASW-PA. The First Vice President is a Chapter Officer and a member of the Executive Committee and Board of Directors. The First Vice President shall fulfill the duties of the President in the event of absence or disability. As a Chapter officer, the First Vice President is involved with the plans, activities, and policy decisions. The First Vice President may be called upon to assist the President in representing the Chapter.

### **Specific Duties**

- Fulfill the duties of the President in the event of absence or incapacitation of the President
- Represent the President as requested
- Serve on Chapter committees as assigned by the President, and act as a liaison between the committees and the Board of Directors
- Serve as the Board representative to the PACE Committee

- Attend Executive Committee Meetings and Board of Director Meetings
- Work with the volunteer leadership and the Executive Director and President to oversee the Chapter's programmatic functions
- Represent the Chapter at various functions as requested by the President
- Assist the President and Executive Director as needed
- Attend as many NASW-PA functions as feasible
- Provide leadership to the Chapter's Board of Directors

## **Qualifications**

- Educational requirements include a minimum of a BSW degree
- Must be a member in good standing
- Strong leadership experience in NASW at chapter or national levels, and other non-profit organizations is required
- Outstanding professional reputation, credibility, and stature
- Availability to make required time commitment of at least four hours per week
- Knowledge of the respective governance and management roles of volunteer and paid staff, and the ability to distinguish between Board leadership responsibilities and executive leadership decision making
- Proficient writing, communication, and presentation skills
- Critical thinker with the ability to analyze, think clearly and creatively
- Effective team work (with Association staff, Board members, and Association members) and time management skills

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## **Second Vice President for Budget and Finance**

*TERM: Three years*

### **Role**

The Second Vice President is the primary liaison between the Chapter Board and the Executive Director on the financial matters of the Chapter, including the review of the Chapter's budget and financial reports with the Chapter Board. The Second Vice President ensures adherence to the financial policies and practices required by the National Office or approved by the NASW National Board.

### **Specific Duties**

- Review financial reports with the Executive Director, Board of Directors, and the Executive Committee

- Serve as a liaison during the Chapter budgeting process
- Work in conjunction with the Executive Director and staff regarding budgets and finances
- See that Chapter fiscal policies are implemented and are in conformance with national NASW's standards for chapter operations
- Be available to provide consultation on financial matters to Chapter staff and divisions
- Participate in development of financial resources and fundraising necessary for sound chapter operations and programs
- Serve on Chapter committees as assigned by the President, and act as a liaison between the committees and the Board of Directors
- Attend Executive Committee Meetings and Board of Director Meetings
- Represent the Chapter at various functions as requested by the President
- Assist the President and Executive Director as needed
- Attend as many NASW-PA functions as feasible
- Provide leadership to the Chapter's Board of Directors

## **Qualifications**

- Educational requirements include a minimum of a BSW degree
- Must be a member in good standing
- Leadership experience in NASW at chapter or division levels, or other non-profit organizations is required
- Availability to make required time commitment of at least four hours per week
- Knowledge of budget and finance strongly preferred, or willingness to learn
- Excellent communication and presentation skills
- Critical thinker with the ability to analyze, think clearly and creatively
- Effective team work (with Association staff, Board members, and Association members) and time management skills

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## **Secretary**

*TERM: Three years (eff. July 1, 2019); two years (ending June 30, 2019)*

### **Role**

The Secretary is responsible for the Board of Directors' and Executive Committee's meeting minutes, as well as for the other non-fiscal records of the Chapter.

## **Specific Duties**

- Serves as a voting member of the Board and the Executive Committee
- Takes minutes of meetings of the Board of Directors and the Executive Committee
- Certifies resolutions of the Board
- Serve on Chapter committees as assigned by the President, and act as a liaison between the committees and the Board of Directors
- Attend Executive Committee Meetings and Board of Director Meetings
- Represent the Chapter at various functions as requested by the President
- Attend as many NASW-PA functions as feasible, including LEAD and the Annual Conference
- Provide leadership to the Chapter's Board of Directors
- Performs any other related duties required by or at the request of the Board

## **Qualifications**

- Educational requirements include a minimum of a BSW degree
- Must be a member in good standing
- Experience in NASW at the division, chapter, or national levels, and/or other non-profit organizations is required
- Availability to make required time commitment of at least four hours per week
- Knowledge of legal record-keeping requirements
- Proficient writing and communication skills
- Critical thinker with the ability to analyze, think clearly and creatively
- Effective team work and time management skills

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## **Division Chair**

*TERM: Three years*

### **Role**

The Division Chair is responsible for coordinating programming and events at the local division level, promoting Chapter events at the local level, and serves as the primary liaison between the local division members, Division Representatives (as applicable), Board of Directors, and Chapter staff.

### **Specific Duties**

- Attend all meetings of the NASW-PA Board of Directors and conduct the business of the Chapter in accordance with the charter, mission, vision, and strategic plan

- Serve on committees and be willing to take on special assignments
- Interpret Board policies and decisions to the division membership
- Ensure that the division is organized, and a Steering Committee is formed
- Be responsible for oversight of all division activities
- Ensure that the division is run in a fiscally responsible manner
- With the Steering Committee and/or any Division Representative, plan and carry-out at least two division CE events and at least one networking event per year. The Chair will coordinate with the Chapter staff to ensure compliance with policies related to event planning
- Delegate tasks to Steering Committee and/or other volunteer members as appropriate
- Identify issues and concerns of division constituency, and organize programs and projects to address community needs
- Support and promote the Chapter's activities in the division, including Legislative Education and Advocacy Day, the annual conference, licensure prep courses, etc.
- Coordinate the division's celebration of Social Work Month and related activities
- Participate in membership recruitment and retention, fundraising efforts, grassroots advocacy on legislative issues, PACE activities, and other Chapter efforts at the division level
- Develop and maintain relationships with schools of social work within the division in order to elicit ongoing student engagement
- Attend and participate in Division Chair meetings and collaborate with other Division Chairs on a regular basis
- Attend as many statewide NASW functions as possible, including LEAD and the annual Conference
- Nominate division members to serve on identified statewide committees

## **Qualifications**

- Educational requirements include a minimum of a BSW degree
- Must be a member of the division in good standing
- Must reside or work within the division
- Availability to make required time commitment of at least eight hours per week
- Ability to develop relationships and plan events
- A commitment to the social work profession and NASW
- Demonstrated leadership qualities and skills
- Proficient writing and communication skills
- Critical thinker with the ability to analyze, think clearly and creatively
- Effective team work and time management skills

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# Division Representative

*TERM: Three years*

## Role

The Division Representative is responsible for supporting the Division Chair in coordinating the programming and events at the local division level, promoting Chapter events at the local level, and serves as a liaison between the local division members, Division Chair, Board of Directors, and Chapter staff.

## Specific Duties

- Attend all meetings of the NASW-PA Board of Directors and conduct the business of the Chapter and the division in accordance with the charter, mission, vision, and strategic plan
- Fulfill the duties on an interim basis of the Division Chair in the event of absence or incapacitation
- Serve on committees and be willing to take on special assignments
- Interpret Board policies and decisions to the division membership
- Support and facilitate, in cooperation with the Division Chair, all division activities
- Support the Division Chair in running the division in a fiscally responsible manner
- Plan and carry-out with the Division Chair at least two division-wide CE events and at least one networking event per year
- Identify issues and concerns of division constituency, and organize programs and projects to address community needs in concert with the Division Chair
- Advise and support Division Chair on delegation of tasks to Steering Committee and/or other volunteer members as appropriate
- Support and promote the Chapter's activities in the division, including Legislative Advocacy Day, the annual conference, licensure prep courses, etc.
- In cooperation with the Division Chair, coordinate the division's celebration of Social Work Month and related activities
- Participate in membership recruitment and retention, fundraising efforts, grassroots advocacy on legislative issues, PACE activities, and other Chapter efforts at the division level
- Assist with developing and maintaining relationships with schools of social work within the division in order to elicit ongoing student engagement
- Attend and participate in Division Chair meetings and collaborate with Division Chairs and representatives on a regular basis
- Attend as many statewide NASW functions as possible, including LEAD and the annual Conference
- Help identify members to serve as members of identified statewide committees



## **Qualifications**

- Educational requirements include a minimum of a BSW degree
  - Must be a member of the division in good standing
  - Must reside or work within the division
  - Availability to make required time commitment of at least four to six hours per week
  - Ability to develop relationships and plan events
  - A commitment to the social work profession and NASW
  - Demonstrated leadership qualities and skills
  - Proficient writing and communication skills
  - Critical thinker with the ability to analyze, think clearly and creatively
  - Effective team work and time management skills
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## **BSW/MSW Student Representative**

*TERM: One year*

### **Role**

The BSW and MSW Student Representatives are members of the Board of Directors. The Student Representatives bring to the Board the perspectives of social work students and are liaisons between the Board and Social Work students. The Student Representatives are responsible for assisting the Chapter's leadership and Executive Director in the following areas: recruitment of student members; planning and implementing NASW activities related to the schools for social work; identifying students interested in NASW involvement; and promoting NASW activities among social work students. As Board Members, the Student Representatives are involved in the Chapter's decision-making process.

### **Specific Duties**

- Attend all meetings of the NASW-PA Board of Directors and conduct the business of the Chapter in accordance with the charter, mission, vision, and strategic plan
- Act as an ambassador to promote the Chapter's efforts to student members and non-members
- Facilitate communication between the Chapter and student members as appropriate; for example, creating a presentation to be distributed to schools of social work
- Bring issues or concerns of student members to the Board of Directors
- Participate on Chapter divisions, committees, and other groups as assigned
- Assist in developing linkages between students, schools, and the Chapter in conjunction with Division Chairs, members of the Board of Directors, and Chapter staff
- Participate in membership recruitment and retention activities, especially at the student level

- Assist the Chapter Board, Committees, Division Chairs, and/or staff in planning functions targeted to social work students
- Support and promote the Chapter's activities in their region
- Participate in fundraising efforts, grassroots advocacy on legislative issues, PACE activities, and other Chapter efforts at the student level
- Attend as many statewide NASW functions as possible, including Legislative Education and Advocacy Day and the annual conference

## **Qualifications**

- Must be enrolled in a CSWE-accredited program and have a minimum of two semesters left before completing a BSW program (BSW Rep) or MSW program (MSW Rep) as of July 1st
  - Must be a member in good standing
  - Availability to make required time commitment of at least 2 hours per week
  - Ability to develop relationships and collaborate in planning events
  - A commitment to the social work profession and NASW
  - Demonstrated leadership qualities and skills
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## **Member-At-Large**

*TERM: Three Years*

### **Role**

The Members-at-Large are members of the Board of Directors. Members-at-Large are responsible for assisting the Chapter's leadership and Executive Director in the following areas: serving on committees, integrating new members, serving as a liaison with local organizations, leading projects or task forces, and other duties as assigned by the president. In close coordination and communication with the NASW-PA President, the Member-At-Large is responsible to carry out the duties of the position.

### **Specific Duties**

- Attend and participate in all Board meetings.
- Represents the President as needed.
- Serves on committees and task forces as requested by the President.
- Reach out to new members to assist them with integrating into the Chapter.
- Serve as a liaison and participate in related activities with local community-based organizations to develop and maintain cooperative relationships as directed by the President.
- Identify and relay resources and information to the Board.
- Assist other board members, lead special projects, and other duties as assigned by the President.

- Assist divisions as needed and build connections with others.
- Perform all other related duties as required by NASW-PA Board.

### **Qualifications**

- Must have a minimum of a BSW degree.
- Must be a member in good standing.
- Availability to make required time commitment of at least 2 hours per week.
- Ability to develop relationships and collaborate in planning events.
- A commitment to the social work profession and NASW.
- Demonstrated leadership qualities and skills.