

PRESIDENT

AUTHORIZATION AND ACCOUNTABILITY

The authority of the President is specified in the California Chapter Bylaws Article V

The President is accountable to the Board of Directors.

CHARGE Bylaws Article V

The President shall be the presiding officer of the Board of Directors and the Executive Committee, and is an ex-officio member of all committees

DUTIES Bylaws Article V

The President shall

- Be available to consult with the staff on matters between meetings of the Board of Directors:
- Represent the Board of Directors between its meetings, and report to the Board all important interim matters:
- In consultation with the Board of Directors. appoint the chairpersons of all organizational units responsible to the Board of Directors whose selection is not otherwise specified in these Bylaws;
- Appoint all other organizational personnel

TERM OF OFFICE Bylaws Article V

The President shall be elected by the membership of the Chapter at large to serve a term of four years, three of which will be served as President, and one as President-Elect. The term of office shall commence on July 1.

PRESIDENT-ELECT

AUTHORIZATION AND ACCOUNTABILITY

The President-Elect is an officer of the Chapter s a member of the Board of Directors and the Executive Committee and Is accountable to the Board of Directors

CHARGE Bylaws Article VI

Provisions shall be made for the election of the President of the Chapter one year in advance of his/her assumption of the duties of the office. This person shall be known as the President-Elect.

DUTIES

Among other duties as assigned by the Board of Directors or by the President. the President-Elect/Past President shall participate in the meetings of the Board of Directors and the Executive Committee.

TERM OF OFFICE

The term of President-Elect or Past President is one year. The term of office shall commence on July 1.

FIRST VICE-PRESIDENT

AUTHORIZATION AND ACCOUNTABILITY

The First Vice-President is an officer of the Chapter, is a member of the Board of Directors and the Executive Committee, is accountable to the Board of Directors.

CHARGE Bylaws Article V

The First Vice-President shall fulfill the duties of the President in the event of absence or disability. The First Vice-President is assigned oversight responsibility for specified administrative subunits of the Chapter. The First Vice-President shall undertake other duties as assigned by the President.

DUTIES Bylaws Article V

The First Vice-President shall.

- Fulfill the duties of the President in the event of absence or disability of the President:
- Attend all meetings of the Board of Directors and the Executive Committee:
- Represent the President as requested - Serve on Chapter committees as assigned by the President. Oversee the following:

Program Committee - Personnel Committee - Committee on Nominations and Leadership Identification

TERM OF OFFICE Bylaws Article V

The term of First Vice-President shall be for a period of three years. Elected in even numbered years, the term shall begin on July 1.

SECRETARY

AUTHORIZATION AND ACCOUNTABILITY

The Secretary is an officer of the Chapter, is a member of the Board of Directors and the Executive Committee, and is accountable to the Board of Directors.

CHARGE Bylaws Article V

The Secretary shall be responsible for the minutes of the meetings of the Board of Directors and the Executive Committee, as well as all nonfiscal records of the Chapter. The Secretary shall also serve as the primary liaison between the Board of Directors and Regional Directors and Alternates to insure that Regional programs are developed and implemented in a fashion consistent with the policies priorities and procedures of the Association and the Chapter.

DUTIES

The Secretary shall:

Attend all meetings of the Board of Directors and the Executive Committee.
Keep a record of the proceedings of Board meetings and see that all non-fiscal records of the Chapter are kept in order.

Oversee the following.

Bylaws Committee

TERM OF OFFICE Bylaws Article V

The term of office for Secretary shall be for a period of three years. The Secretary will be elected in odd-numbered years and the term will commence on July 1.

TREASURER

AUTHORIZATION AND ACCOUNTABILITY

The Treasurer is an officer of the Chapter, is a member of the Board of Directors and the Executive Committee, and is accountable to the Board of Directors.

CHARGE Bylaws Article V

The Treasurer shall be responsible for the receipt, deposit, dispersal, and withdrawal of all funds of the Chapter, and shall render quarterly financial statements to the Board of Directors and Executive Committee. The Treasurer shall serve as chairperson of the Finance/Ways and Means Committee and as an ex-officio member of any other committee established to develop fiscal policies and procedures.

DUTIES

The Treasurer shall:

- Attend all meetings of the Board of Directors and Executive Committee:
- Act as chairperson of the Finance/Ways and Means Committee; Provide financial reports to the Board of Directors
- Consult with and be available to the Chapter staff on financial matters. Safeguard and conserve the Chapters assets. See that Chapter fiscal policies are implemented and are in conformance with National a standards for Chapter operations

TERM OF OFFICE

Bylaws Article V

The term of office for Treasurer shall be for a period of three years. The Treasurer shall be elected in even-numbered years and the term will commence on July 1.

VICE-PRESIDENT OF MEMBERSHIP AND ORGANIZATIONAL SERVICES

AUTHORIZATION AND ACCOUNTABILITY

The Vice-President of Membership and Organizational Services is an officer of the Chapter and is accountable to the Board of Directors.

CHARGE Bylaws Article V

There will be a Program Vice-President to oversee the program area of Membership and Organizational Services.

DUTIES Bylaws Article V

The duties of this Vice-President shall be to:

Remain knowledgeable of the activities of each assigned subunit:

Provide consultation to the chairpersons of the individual assigned subunits;

Provide an effective communications link between the Board of Directors and the assigned subunits;

Assure that programs and activities of the assigned subunits are coordinated with each other and with related activities of subunits in other program areas;

Assure development and implementation of required plans which are consistent with the policies, priorities and procedures of the Board of Directors and the Association and the timely completion of required accountability instruments;

Identify problem areas and undertake corrective actions in a timely fashion

Oversee the following: Membership Committee - Affirmative Action Committee - Communications Committee - Referral Services - Councils, as assigned by the Program Committee

TERM OF OFFICE Bylaws Article V /VI

The Vice-President of Membership and Organizational Services shall be elected in odd-numbered years and shall serve a term of three years commencing July 1

VICE-PRESIDENT OF LEGISLATIVE AND POLITICAL ACTION

AUTHORIZATION AND ACCOUNTABILITY

The Vice-President of Legislative and Political Action is an officer of the Chapter and is accountable to the Board of Directors

CHARGE Bylaws Article V

There will be a Vice-President of Legislative and Political Action to oversee the program area of Legislative and Political Action

DUTIES Bylaws Article V

The duties of this Vice-President shall be to:

- Remain knowledgeable of the activities of each assigned subunit;
- Provide consultation to the chairpersons of the individual assigned subunits;
- Provide an effective communications link between the Board of Directors and the assigned subunits;
- Assure that programs and activities of the assigned subunits are coordinated with each other and with related activities of subunits in other program areas:
- Assure development and implementation of required plans which are consistent with the policies, priorities and procedures of the Board of Directors and the Association and timely completion of required accountability instruments:
- Identify problem areas and undertake corrective actions in a timely fashion

Oversee the following. Legislative Committee - CAL PACE Committee - Child Welfare Committee, Councils, as assigned by the Program Committee

TERM OF OFFICE (Bylaws Articles V/VI)

The Vice-President of Legislative and Political Action shall be elected in odd numbered years and shall serve a term of three years commencing July 1

VICE-PRESIDENT OF PROFESSIONAL DEVELOPMENT

AUTHORIZATION AND ACCOUNTABILITY

The Vice-President of Professional Development is an officer of the Chapter and is accountable to the Board of Directors

CHARGE Bylaws Article V

There will be a Program Vice-President to oversee the program area of Professional Development

DUTIES Bylaws Article V

The duties of this Vice-President shall be to:

- Remain knowledgeable of the activities of each assigned subunit;
- Provide consultation to the chairpersons of the individual assigned subunits;
- Provide an effective communications link between the Board of Directors and the assigned subunits;
- Assure that programs and activities of the assigned subunits are coordinated with each other and with related activities of subunits in other program areas;
- Assure development and implementation of required plans which are consistent with the policies priorities and procedures of the Board of Directors and the Association and the timely completion of required accountability instruments;
- Identify problem areas and undertake corrective actions in a timely fashion

Oversee the following. Professional Development Committee. Councils. as assigned by the Program Committee

TERM OF OFFICE

Bylaws Article V/VI

The Vice-President of Professional Development shall be elected in the even-numbered years and shall serve a term of three years commencing July 1

STUDENT REPRESENTATIVE TO THE BOARD

AUTHORIZATION AND ACCOUNTABILITY

The Student Representative is a member of the Board of Directors

DUTIES

The Representative to the Board shall.

Attend regular meetings of the Board of Directors and participate as a full member of the Board, including but not limited to, representing student interests and perspectives during Board deliberations

Establish contact with each School and encourage, or help them to select an NASW student liaison in each school;

Direct staff to distribute a set of NASW materials to each student liaison:

Maintain telephone contact with student liaisons; and identify students to recommend for committee appointments

TERM OF OFFICE Bylaws Article VI

The Student Representative to the Board shall be elected annually, one from the North and one from the South, and one shall be a MSW student and one shall be a BSW student. They shall serve a term of one year commencing July 1.

REGIONAL DIRECTORS

AUTHORIZATION AND ACCOUNTABILITY

Regional Directors are elected representatives of designated geographic areas established by the Board of Directors. Regional Directors are members of the Board of Directors

CHARGE Bylaws Article XI

The Regional membership shall elect a Chairperson and a Vice Chairperson who will serve as Regional Director and Assistant Regional Director

DUTIES Bylaws Article X1

Regional Directors shall:

- Serve on the Chapter Board of Directors to represent the Region in the decision-making processes of the Chapter;
- Be responsible for the convening of at least three Region wide meetings each year Such meetings may be held in conjunct on with contiguous regions in regions where geographic factors make region wide meetings impractical, the Regional Director shall submit to the Board of Directors an alternative meeting plan and schedule for their approval;
- Appoint such Regional counterparts to statewide program units as are required or felt to be desirable by the Regional Director;
- Appoint such additional Regional or sub-regional committees. task forces or positions of individual responsibility as are believed necessary to the effective operation of the Region;
- Assume overall responsibility for Regional activities that are consistent with the priorities. policies and operating procedures of the Chapter Board of Directors and the National Association of Social Workers;
- Assume overall responsibility for effective communication between the Chapter Board of Directors and membership in the Region and communication from the Region to the Board of Directors and other statewide organizational sub-units;

- Assume overall responsibility for efforts to secure maximum possible membership participation in the decision-making and program activities of the Region;
- Pursue, wherever feasible, opportunities for joint programming and activities with contiguous Regions.

TERM OF OFFICE Bylaws Article VI

Regional Directors from Regions lettered A, C, E, G, and I shall be elected in odd-numbered years.

Regional Directors from Regions lettered B, D, F and H shall be elected in even-numbered years.

The term of office for all Regional Directors shall be three years. The term will begin on July 1.

ASSISTANT REGIONAL DIRECTORS

AUTHORIZATION AND ACCOUNTABILITY

Assistant Regional Directors are elected representatives of designated geographic areas established by the Board of Directors. Alternate Regional Directors attend meetings of the Board of Directors in the absence of the Regional Directors.

CHARGE Bylaws Article XI

The Regional membership shall elect a Chairperson and a Vice Chairperson who will serve as Regional Director and Assistant Regional Director.

DUTIES Bylaws Article XI

The Assistant Regional Director shall:

- At the direction of the Regional Director and consistent with policies, priorities and procedures of the Association and Chapter function as the primary program director in the Region. He/she shall undertake action necessary to insure the initiation, maintenance and completion of program and administrative activities in the areas of membership and organizational services, professional standards, legislative and political Action, and professional development.
- Serve as the representative of the Region on the Chapter Board of Directors when the Regional Director is unable to do so.
- Assume the responsibilities of the Regional Director should that position become or be declared vacant.

TERMS OF OFFICE Bylaws Article VI

Assistant Regional Directors from Regions lettered A, C, E, G, and I shall be elected in odd-numbered years.

Assistant Regional Directors from Regions lettered B, D, F, and H shall be elected in even-numbered years.

The term of office for all Assistant Regional Directors shall be three years. The term will begin on July 1.

COMMITTEE ON NOMINATIONS AND LEADERSHIP IDENTIFICATION

AUTHORIZATION AND ACCOUNTABILITY

The Committee on Nominations and Leadership Identification is mandated by the Chapter Bylaws Article X, defined in Article VIII, and is accountable to the Board of Directors.

CHARGE Bylaws Article VIII

The Committee on Nominations and Leadership identification (CNLI) consists of six persons elected from equally populated geographically contiguous groupings of Regions. These groups of Regions shall be determined by the Board of Directors and reviewed not less than every four years. The Chair of the CNLI shall be elected by the full membership of the Chapter.

DUTIES Bylaws Article VIII

The duties of the CNLI shall be:

- To select at least two candidates for each position in the regular election of Chapter officers, Board members and CNLI members and Delegates as stated in the Bylaws. The candidates shall be selected so as to guarantee that the aforementioned bodies reflect the population concentrations, geographic distribution, ethnic minority distribution, gender distribution, students and special interests of the membership.
- To develop a leadership roster to be used by the President and to aid in the selection of candidates;
- To assure Regions recommend such nominees as may be required for Regional positions;
- To certify a completed ballot to the Secretary of the Chapter who shall announce in writing the candidates to the membership at least thirty (30) days in advance of an election;
- To receive nominations by petitions;

- To adopt such operating procedures and make such recommendations to the Board as to assure the orderly and equitable conduct of the election process.

TERMS OF OFFICE

The CNLI shall be elected through the Chapter election process, and shall serve a term of two years commencing on July 1. Elections for the CNLI are staggered with the Chair, Region A&C representative, and Region G,H & I representative elected in one year and Region B representative, Region D representative, Region E&F representative and Region G,H&I representative in the other year.

DELEGATES TO THE DELEGATE ASSEMBLY

See National Bylaws for:

AUTHORIZATION, ACCOUNTABILITY, CHARGE AND DUTIES

COMPOSITION AND TERM OF OFFICE Bylaws Article IX

The Chapter's delegates to the National Delegate Assembly shall be comprised in the following manner:

- The President of the Chapter shall be a delegate by affirmation of the membership;
- A student member shall be a delegate. The current student member of the Board of Directors shall be among the nominees:
- The remaining delegates shall be elected from the Chapter membership in a manner which assures geographical, gender, sexual orientation and ethnic balance in the delegation:
- Delegates and alternates will be elected for 3 year terms starting two years prior to the Delegate Assembly and in keeping with policies of the National Board of Directors