**PRESIDENT**

- Be available to consult with the staff on matters between meetings of the Board of Directors
- Is the presiding officer of the Board of Directors and Executive Committee, and an ex-officio member of all committees without a vote except as provided in the committee charge
- In consultation with the Board of Directors and Chapter Staff, appoints the chairpersons of all program committees in addition to committee members.
- In consultation with the Board of Directors and Chapter Staff, appoints any individuals to fulfill vacancies on the Board of Directors, Committee on Nominations & Leadership Identification, Delegate Assembly, and Assistant Regional Directors
- Leads Executive Committee meetings
- Leads quarterly Board of Directors meetings
- Helps lead NASW-CA growth and community involvement in collaboration with Chapter Leadership
- Meets with Chapter Executive Director on a regular basis to provide thought leadership and support around chapter’s strategic development
- Term: three (3) years

**PRESIDENT-ELECT**

- Participates in the meetings of the Board of Directors and the Executive Committee
- Remains available to work in close collaboration with the President on association related activities
- Performs other duties as assigned by the Board of Directors or by the President
- Term: one (1) year
FIRST VICE PRESIDENT

- Fulfills the duties of the President in the event of absence or disability of the President
- Attends all meetings of the Board of Directors and the Executive Committee
- Represents the President as requested
- Serves on Chapter committees as assigned by the President
- Oversees the Program Committee
- Assumes the Presidency upon the President’s resignation or inability to discharge the office
- Term: three (3) years

SECOND VICE PRESIDENT
FOR BUDGET AND FINANCE

- Acts as the primary liaison between the Chapter Board and the executive director on the financial matters of the Chapter, and ensures adherence to the financial policies and practices required by the National Office or approved by the NASW National Board
- Term: three (3) years

SECRETARY

- Responsible for the minutes of the meetings of the Board of Directors and the Executive Committee, as well as for the non-fiscal records of the Chapter
- Term: three (3) years
MEMBER AT LARGE LEGISLATIVE & POLITICAL AFFAIRS

- Remains knowledgeable of the chapter legislative and political activities
- Provides consultation to the related staff person, generally the Director of Government Relations and Political Affairs
- Provides an effective communications link between the Board of Directors and relative program staff
- Identifies opportunities for growth and provide thought leadership to relative program staff to inform strategic solutions
- Helps lead the Legislative Committee
- Term: three (3) years

MEMBER AT LARGE MEMBERSHIP & ORGANIZATIONAL SERVICES

- Remains knowledgeable of the chapter membership and organizational activities
- Provides consultation to the related staff person, generally the Director of Membership and Communications
- Provides an effective communications link between the Board of Directors and relative program staff
- Identifies opportunities for growth and provide thought leadership to relative program staff to inform strategic solutions
- Helps lead the Membership Committee
- Term: three (3) years
MEMBER AT LARGE

PROFESSIONAL DEVELOPMENT

- Remains knowledgeable of the chapter capacity building activities
- Provides consultation to the related staff person, generally the Director of Capacity Building
- Provides an effective communications link between the Board of Directors and relative program staff
- Identifies opportunities for growth and provide thought leadership to relative program staff to inform strategic solutions
- Helps lead the Professional Development Committee
- Term: three (3) years

REGIONAL DIRECTOR

- Serves on the Chapter Board of Directors to represent the Region in the decision-making processes of the Chapter
- Is responsible for the convening of at least two regional events each year that represent the interests as they relate to areas involved
- Appoints regional and unit leaders as needed to implement successful programming
- Collaborates with Director of Membership and Communications to work to ensure regional activities are consistent with the priorities, policies and operating procedures of the Chapter Board of Directors and the National Association of Social Workers
- Works with Director of Membership and Communications to ensure effective communication between the Chapter Board of Directors and membership in the Region and communication from the Region and sub-units to the Board of Directors
- Commits to securing maximum possible membership participation in the decision-making and program activities of the Region
- Pursues, wherever feasible, opportunities for joint programming and activities with contiguous Regions
- Is an active proponent of NASW membership and an ambassador for member recruitment and retention
- Term: three (3) years
ASSISTANT REGIONAL DIRECTOR

- At the direction of the Regional Director and consistent with policies, priorities, and procedures of the Association and Chapter function helps lead the completion of program and administrative activities in the areas of membership and organizational services, professional development, and advocacy
- Serves as the representative of the Region on the Chapter Board of Directors when the Regional Director is unable to do so
- Assumes the responsibilities of the Regional Director should that position become or be declared vacant
- Term: three (3) years

STUDENT DIRECTORS

- Attends regular meetings of the Board of Directors and participates as a full member of the Board, including but not limited to, representing student interests and perspectives during Board deliberations
- Establishes contact with accredited schools of social work and encourages, or helps them to select an NASW student liaison in each school
- Works with Chapter Staff to coordinate association representation at student events
- Maintains contact with student liaisons, and works to identify students to recommend for committee appointments and future leadership positions with the chapter
- One BSW
- One MSW
- One from the North
- One from the South
- Term: one (1) year each
COMMITTEE ON NOMINATIONS AND LEADERSHIP IDENTIFICATION

- Selects at least two candidates for each position in the regular election of Chapter Board members, CNLI members, and Delegates as stated in the Chapter Charter
- Certifies a completed ballot to the Chapter Board of Directors
- Reviews nominations delivered through petitions
- Adopts relative operating procedures and make such recommendations to the Board as to assure the systematic and equitable conduct of the election process
- Term: two (2) years

DELEGATE ASSEMBLY

-Reviews materials sent before, during and after the Assembly
-Reviews materials on the DA website, including items posted for member review and comment
-Timely online voting in all matters before the DA, both before and during the culminating meeting, when announced
-Attends scheduled delegation and/or coalition meetings prior to, during and after the Assembly
-Discusses positions on issues with chapter leaders and members
-For a thorough description of roles and responsibilities, visit here.
-Term: three (3) year terms starting two years prior to the NASW Delegate Assembly