

Serving on the NASW-NC Board of Directors

You must be a member of NASW-NC to serve on the Board of Directors

The Purpose of the NASW-NC Board of Directors

The strength of NASW-NC is directly related to the quality of its leadership and the extent to which the standards, policies, and procedures that are set and followed reflect the values of the social work profession. NASW-NC seeks engaging and passionate North Carolina members to serve on the Board of Directors.

All nonprofits are required to have Boards of Directors to “ensure the public trust” by making sure that the nonprofit stays true to its mission and purpose. The mission of NASW:

NASW is a membership organization that promotes, develops and protects the practice of social work and social workers. NASW also seeks to enhance the effective functioning and well-being of individuals, families and communities through its work and through its advocacy.

Board members carry out their duties by attending board meetings and being actively engaged in the advocacy and legislative work of the association. Board members vote on acceptance of the NASW-NC legislative agenda and may vote on the Chapters position on various advocacy issues. The Board approves the annual budget and works to support the fiscal health of the Chapter. Board members assist with membership recruitment and retention activities to ensure a strong membership.

Board structure

Each board position serves a two-year term, except for BSW and MSW student representative positions, which are one-year terms. The President-Elect position is a three-year commitment (1 year as President Elect, and then 2 years as President). Terms run July 1-June 30. There are 20 Board positions. Officers are considered the Executive Committee. The President may call special meetings of just the Executive Committee if confidential issues need to be discussed or there is a need for in depth discussion on a specific issue.

The Process to Apply to the NASW-NC Board of Directors:

The Committee for Nominations and Leadership Identification (CNLI) recruits NASW members who wish to run for the Board and anyone who is interested MUST fill out an online application before they be considered for a board position.

Candidates for office must be members of NASW in ‘good standing’ and not subject to a sanction for violating the NASW Code of Ethics. The CNLI shall make reasonable efforts to select two or more candidates (double slate) for each Board position.

Specific election procedures are followed that include emailing ballots out to the NASW-NC membership each spring. Board members are elected by the chapter membership and the composition of the board should reflect the makeup of the membership. If a board member resigns, an appointment may be made by the board, in order to fill the vacant position.

When and Where are Board Meetings?

The board meets 6 times in-person and the meetings are held in the Chapter office in Downtown Raleigh, generally on the 3rd or 4th Saturday of every other month. The first meeting of the fiscal year is a 2-day Board Retreat held at a retreat center in North Carolina sometime during the month of July. **It is required that Board members attend all Board meetings.** Board members *must* be able to read materials that are emailed to them and respond to any mail-in or telephone votes that the Board may need to make. Board members use the online platform Mobilize for storing board documents and communicating. All Board meetings are open to the NASW-NC membership. We encourage anyone interested in serving on the NASW-NC Board of Directors to first attend a board meeting.

Board Member Responsibilities

The Board of Directors serves the critical role of ensuring the public's trust that the Association is staying true to its mission. Board members act as ambassadors for the profession and assist with recruiting and retaining members.

All Board members shall:

- Promote and advance the profession of social work by communicating the mission, vision, and activities of the association to the public.
- Actively recruit social workers to become members of NASW. Promote the benefits and importance of NASW membership.
- Attend all NASW-NC Board meetings.
- Attend the July Board retreat.
- Attend at least one Chapter conference per year at which they will serve as ambassadors by connecting with members, thanking conference exhibitors, connecting with nonmembers to encourage them to join, and assisting Chapter staff with activities such as registration.
- Officers shall serve on the Executive Committee.
- Attend one Local Program Unit meeting (per year) of an LPU within their District.
- Assist with fund development for the NASW-NC award funds.
- Carry out the functions and tasks that are specific to their elected position.
- Follow the Chapter on social media, liking and sharing posts for increased association reach.

Board Officers:

The officers of the Chapter are the President, President-Elect, First Vice President, Second Vice President for Budget and Finance, and Secretary.

President

- 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; represents the Board of Directors and reports to the Board of Directors all important interim actions; and , in consultation with the Board of Directors, makes all appropriate committee, task force, unit and other appointments. The President shall work collaboratively with the Executive Director and the National Office to achieve the goals of the Chapter.
- Leads meetings of the full Board, Executive Committee, Board conference calls and the yearly retreat.

- Develops agenda for the above meetings in conjunction with the Chapter Executive Director and emails the agenda to fellow Board members.
- Collaborates directly with the Chapter Director to support Chapter activities, provide consultation and serve as a sounding Board for association strategic activities.
- Attends 1-3 Chapter conferences each year to provide the conference welcome and announcements, and to coordinate other Board member in attendance, with conference activities including membership and board recruiting.
- Carries out a set and prescribed fundraising activity every October for the NASW-NC President's Award.
- Ensures that the Board agenda template and any other needed Board documents are passed on to the President Elect.

President-Elect

- Serves on the Executive Committee in a one-year term before assuming the office of President.
- Works in close collaboration with the President to learn the job and role of the President.
- On behalf of the President/or at the President's request, reports on any Executive Committee actions to the full Board.
- Performs duties as assigned by the President.

First Vice President

- Serves on the Executive Committee.
- Fulfills the duties of the President in the event of absence or disability and assumes the presidency upon the Presidents' resignation or inability to discharge the office.
- Oversees the Chapter Diversity Plan including the annual progress reporting.
- Takes lead role in contacting volunteer leaders, board members, committee chairs, LPU chairs who are inactive or whose membership has lapsed. Brings to the attention of the full board any issues that may arise related to leadership inactivity or membership lapse.
- Carries out exit interviews for Board members who rotate off the Board either through resignation or term ending. Reports the overall results of exit interviews to the full Board. Ensures that the exit survey/interview document is passed on to the incoming Vice President as terms change.

Second Vice President

- Serves on the Executive Committee.
- Serves 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.
- Provides a fiscal report at each board meeting and leads any fiscal discussions.

Secretary

- Serves on the Executive Committee.
- Responsible for taking meeting minutes at all Board of Directors and Executive Committee meetings, as well as for the non-fiscal records of the Chapter. Uploads those minutes to Mobilize.

- Takes attendance at all Board meetings using the formatted Board meeting and conference attendance sheet and also tracks Board members attendance at NASW-NC conferences and Local Program Unit meetings.
- Emails minutes and attendance sheet out to Board members within 2 weeks of each Board meeting.
- Ensures that the minutes template and attendance template are passed on to the incoming Secretary so as to provide consistent structure for minute taking.

Chapter Board Members:

Undergraduate and Graduate Student Representatives

- Serves as the voice of BSW and MSW students during Board meetings.
- Take a lead role with the NASW-NC Student Liaison Program by;
 - Serving as a link from your school to the chapter and student liaisons.
 - Work with the Associate Executive Director and any NASW-NC student interns to help find liaisons from BSW and MSW programs.
 - Speak to student groups about NASW-NC, membership, benefits and activities.

District Representatives

- Connect with the Local Program Units (LPUs) within the District so that all LPU chairs receive an email and/or phone call once during the year from a District Representative to inquire about membership and LPU needs and concerns.
- Attend 1 LPU event in your district per year.
- Sign up to be on the email list for the LPUs within your District.
- Work with Chapter Staff to access the activity level of the LPU (they are required to have 4 meetings a year as a minimum) and contact the Chapter Staff if there are concerns about the LPU activity level. Take any concerns about LPU activity to the full Board for action.
- Report on LPU activity at each Board of Directors meeting.

Member At Large

- Work with the District Representative in your area of the state to carry out the duties of the District Representative. Your duties are very similar to District Representatives except you represent the entire state versus a particular District.
- Sign up for the LPU listservs of the LPUs closest to you and attend one meeting.
- Sign up to be on the email list for a Practice Area Network that best matches your social work practice, and communicate on the listserv.
- Work with chapter staff to identify and relay resources, information, for that Practice Area Network.

What Kinds of Issues Does the Board Deal With?

The Board develops the policies that the Association will operate under and decides the Association's stand on critical issues. These issues may include such things as when and how to push for licensure of all social workers in NC, how the Chapter should respond to a national office request for input concerning professional issues, the

Chapter's position on a new legislative issue, making final decisions about the Chapter's budget and fund-raising efforts, and strategic planning.

Who Pays for My Board Expenses?

There is no compensation for Board members' expenses. Board members must pay their own travel to Board meetings, including lodging for the July Retreat. The Chapter will cover lodging and meals for student representatives attending the July Board Retreat. The Chapter provides for lunch and drinks at board meetings as well as lunch and meeting room expenses at the retreat.