

2022-2024 Board Position Descriptions

Who Serves on the NASW-Virginia Board

From the chapter charter:
(Article V) Composition

The Chapter Board consists of the following members:

- The officers [President, Vice President, & Secretary], including President-Elect, if applicable.
- Two student members, one MSW and one BSW, elected by the Chapter membership.
- Five additional board members elected to represent the chapter's membership

What are Shared Responsibilities for All Board Members?

Excerpts from the chapter charter:
(Article II) Purpose

The Chapter advances the purposes of the Association as specified in Article II of the NASW National Bylaws. As a local programmatic unit of the Association, the Chapter provides programs and member services. The Chapter shall at all times work to enhance the professional growth and development of NASW members, and advance professional standards and ethical practice, and to advocate for sound social policies.

(Article V) Duties

Within the policies and priorities established by the Delegate Assembly and the NASW National Board, the Chapter Board is responsible for:

1. (Article V) Developing programs aligned with Delegate Assembly program priority goals, the Association's strategic goals and chapter membership needs.
2. (Article V) Establishing and dissolving committees and task forces based on Chapter program and administrative needs.
3. (Article V) Ensuring that the chapter adheres to policies as set forth in the framework of NASW public, professional and organizational policies.
4. (Article V) Representing the Chapter in the community to maintain its relationship with other organizations.
5. (Article V) Ensuring the development and implementation of membership recruitment and retention programs.

(Article III) Board Authority

- (Article III) The Chapter Board, through its program plan, shall ensure that the chapter programs are aligned with Delegate Assembly approved program priority goals, Association strategic goals, and the professional needs of the chapter members.
- (Article III) The executive director shall develop, in consultation with the Chapter Vice President an annual budget for submission to the National Office. The budget will support the Chapter's programs and be aligned with the NASW National Board's budget parameters. The NASW National Board retains the final approval authority for all Association budgets.
- (Article III) The Chapter Board, through the Chapter President and his/her designees from the Chapter Board, shall participate on the executive director searches and evaluations lead by the national office chapter services staff

(Article IX) Local Geographic Branches

- The Chapter Board of Directors has the responsibility to create, review and restructure [units] as necessary in consultation with the National Office. Any such changes will become effective upon the approval per the charter amendment process.

All Board members – including At-Large members, are expected to:

1. *Attend 4 board meetings per year, or be excused by the President, in the case of an emergency or urgent matter;*
2. *Attend the Annual Conference for the chapter;*
3. *Represent the chapter at functions and universities, as appropriate and requested by the Executive Director and/or President;*
4. *Contribute to chapter programs and activities, including committees, task forces, and special work groups, as needed and requested by the Association; and*
5. *Advise the Executive Director of items/issues in advancing and protecting the membership/profession.*

Officers

President (2 year term)

From chapter charter: *President– the President 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; 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.*

1. Facilitate Board meetings.
2. Review and resolution of intra-organizational issues and problems.
3. Chair and facilitate meetings of the Executive Committee (which also serves as the Personnel and Finance committee)
4. Meet with the Executive Director for planning and advisory purposes
5. Attend NASW functions as feasible and represent the Chapter at these and other relevant functions
6. Provide to the CNLIC and Executive Director names of possible candidates for open Chapter positions
7. Along with other board officers, make calls to lapsed members
8. Attend the national Annual Leadership Meeting
9. Attend and lead Executive Committee and meetings in between board meetings
10. Provide leadership in defining and implementing the Chapter's goals and objectives, program plans, activities, and policy decisions

President-Elect (1 year term)

From chapter charter: *President-Elect– the President-Elect serves a one-year term before assuming the office of President; is available to work in close collaboration with the President; and performs duties as assigned by the President.*

1. Attend Executive Committee and Board of Directors meetings
2. Learn the roles and responsibilities of the Board President
3. Serve on Chapter committee(s) as requested by the President
4. Meet with the President and Executive Director when requested for planning and advisory purposes
5. Attend NASW functions as feasible and represent the Chapter at various functions as requested by the President
6. Provide to the CNLIC and Executive Director names of possible candidates for Chapter positions and provide names of possible candidates for chapter awards
7. Attend the national Annual Leadership Meeting
8. Provide leadership in defining and implementing the Chapter's goals and objectives, program plans, activities, and policy decisions
9. Fulfill other duties as requested by the President

Vice President (two year term)

From the Chapter charter: The Vice President fulfills the duties of the President in the event of absence or disability and assumes the presidency upon the President's resignation or inability to discharge the office; performs duties as assigned by the president, which may include overseeing the Chapter Diversity Plan, including the annual progress reporting and serving as 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; and ensures adherence to the financial policies and practices required by the National Office or approved by the NASW National Board, and performs duties.

1. Serve as voting member of the Board of Directors and Executive Committee
2. Review chapter financial information with Executive Director and prepare quarterly financial reports to the board
3. Monitor for conflicts of interest and ethical dilemmas
4. Make recommendations to the Board regarding financial and accounting matters in partnership with the Executive Director
5. Attend NASW functions as feasible and applicable to represent the Chapter at various functions as requested by the President/Executive Director
6. Provide leadership in defining and implementing the Chapter's goals and objectives, program plans, activities, and policy decisions and attend Executive Committee meetings to conduct association business in between full board meetings

Secretary (two year term)

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

1. Serve as voting member of the Board of Directors and Executive Committee
2. Take attendance and minutes at all board meetings
3. Accurately record all board actions
4. Submit copy of minutes to the Executive Director within one week of meeting conclusion
5. Attend NASW functions as feasible and appropriate to represent the Chapter at various functions as requested by the President and/or Executive Director, etc.
6. Provide leadership in defining and implementing the Chapter's goals and objectives, program plans, activities, and policy decisions

Student & Branch Representatives

MSW & BSW Student Representatives (one year term)

1. Identify and recruit student members
2. Distribute information to schools of social work on NASW activities and encourage student participation
3. Assist the Chapter leadership and Executive Director in planning NASW functions targeted to social work students
4. Seek input from social work students as to their interests and needs in relation to NASW, and share such input with the Board of Directors
5. Support and promote the Chapter's activities with the Student Ambassadors
6. Become a student Ambassador for the represented university
7. Work with Student Ambassadors cohort as a liaison to the chapter board and staff with issues of importance, student programming and activities