

NASW-MISSISSISSIPPI CHAPTER BOARD MEMBER RESPONSIBILITIES

Revised August 2019

SECRETARY

Term

Two years

Method of Selection

- Statewide election

Duties

- Record minutes of the Board of Directors meetings – minutes should be completed within two weeks and submitted via email to Chapter office
- Member of the Executive Committee
- Announce elective candidates to the membership at least 30 days in advance of an election
- Co-validate election results with the Committee on Nominations and Leadership Identification chairperson
- Serve on committees as requested by the President
- Relay Chapter goals and membership benefits to groups upon request
- Represent Chapter and profession for advocacy, information, and recruitment purposes as needed

Expectations

- Participate & assist as needed in all NASW activities: annual conference, workshops, advocacy day @ the Capitol, etc
- Attend and vote at all Board and Executive Committee meetings
- Conduct the business of the Chapter in accordance with NASW Chapter Charter, NASW Bylaws, NASW Standards for Chapter Operations
- Participate in decision-making process to fulfill the mission of the chapter
- Participate by email and/or phone in all Executive Committee discussion and voting between Board meetings
- Sign the NASW Conflict of Interest Policy, Conflict of Interest Disclosure Statement, and Board Member Code of Conduct.

Qualifications

- Member of NASW
- Active in NASW at the state and local level

REGIONAL REPRESENTATIVE

Term

- Two years

Method of Selection

- Elected by respective Region Members

Duties

- Attend the NASW MS Board of Directors meetings as voting Board members for their respective Region
- Responsible for Regional activities: Organize and meet with members through regional and local District meetings, visit and invite participation of Schools of Social Work, share NASW, MS activities, goals, membership benefits
- Represent Chapter and profession for advocacy, information, and recruitment purposes as needed
- Represent Region at social work and related functions for recruitment, advocacy, and general NASW information.

Expectations

- Participate & assist as needed in all NASW activities: annual conference, workshops, advocacy day @ the Capitol, etc
- Coordinate CE with Chapter office and District Chairs in accordance with Board goals
- Attend all Board meetings, participate as voting member
- Oversee Region implementation of state and national priorities and goals
- Identify potential leadership candidates
- Prepare & submit Region highlights for Chapter website/social media
- Conduct the business of the Chapter in accordance with NASW Chapter Charter, NASW Bylaws, NASW Standards for Chapter Operations
- Participate in decision-making process to fulfill the goals and mission of the chapter
- Sign the NASW Conflict of Interest Policy, Conflict of Interest Disclosure Statement, and Board Member Code of Conduct.

Qualifications

- Member of NASW
- Active in NASW at the Regional level

**MSW AND BSW STUDENT
REPRESENTATIVES**

Term

- One year

Method of Selection

- Statewide election

Duties

- Voting Member of the Board of Directors
- Be fully aware of issues needing action at Board meetings by participation in discussion, goal development, and implementation planning.
- Serve as liaison to all schools of social work at their respective level from the Board to increase student awareness of and involvement/membership in NASW.
- Serve on Committees, Task Forces, other groups as requested by President

Expectations

- Participate & assist as needed in all NASW activities: annual conference, workshops, advocacy day @ the Capitol, etc
- Attend all Board meetings
- Conduct the business of the Chapter in accordance with NASW Chapter Charter, NASW Bylaws, NASW Standards for Chapter Operations
- Participate in decision-making process to fulfill the goals and mission of the Chapter
- Sign the NASW Conflict of Interest Policy, Conflict of Interest Disclosure Statement, and Board Member Code of Conduct.

Qualifications

- Member of NASW
- Active in NASW at the school level.

CHAPTER NOMINATIONS AND LEADERSHIP IDENTIFICATION COMMITTEE MEMBERS

Term

- Two years

Method of Selection

- Statewide Election

Duties

Attend Board meetings as Non-Voting member

- Periodically write articles for the e-newsletter/website/social media informing membership of election positions and dates of elections
- Attend Branch meetings in Region geographic area and meet with local social work groups to identify potential candidates for slate
- Compile a list of persons interested in becoming Board members for future elections & appointed positions
- Solicit candidates from Branch and statewide members Jan.-Feb.
- Have meetings or conference calls with the committee members
- Have the preliminary slate ready for publication in March
- Have final slate in April
- Ballots e-mailed to membership by May

Expectations

- Participate & assist as needed in all NASW activities: annual conference, workshops, advocacy day @ the Capitol, etc
- Attend all Board meetings
- Conduct the business of the Chapter in accordance with Chapter bylaws
- Utilized CNLI Standards for Election process
- Sign the NASW Conflict of Interest Policy, Conflict of Interest Disclosure Statement, and Board Member Code of Conduct.

Qualifications

- Member of NASW
- Active in NASW at the Branch level
- Past Board experience and familiarity with NASW membership helpful
- Completed Ballots due to chapter office by May for ballot count
- Election results published in June