

JOB TITLE: PRESIDENT-ELECT
Developed FY 2004

The President Elect serves as a member of the NASW Idaho Chapter Board of Directors and is elected one year in advance of assuming the duties of the office of President. He or she attends all meetings of the Board of Directors and Executive Committee, has voting privileges, and fully participates in the decision making process. The President Elect works with National NASW, Chapter Officers, Board and Chapter members, Chapter staff and pertinent outside entities to fulfill his or her responsibilities and the mission of the Chapter. All Chapter elected terms run from July 1 through June 30.

RESPONSIBILITIES

1. Completes an identified orientation process for this position to effectively assume the role of President.
2. Attends all meetings of the Board of Directors and Executive Committee.
3. Serves on Chapter committees as assigned by the President.

4. Represents the Chapter in attendance at national, regional and statewide meetings as assigned by the President.
5. Serves as the guaranteed alternate to the Delegate Assembly in appropriate years.
6. Serves on the Chapter Finance Committee.

QUALIFICATIONS

Membership in NASW Idaho.

Knowledge of and commitment to NASW and the Chapter.

Evidence of active involvement and leadership in Chapter activities.

Availability to fulfill the duties of the office.

JOB TITLE: SECRETARY

Developed FY 2011

The Secretary serves as a member of the NASW Idaho Chapter Board of Directors. He or she is

elected to a two-year term, attends all meetings of the Board of Directors and Executive Committee, has voting privileges and fully participates in the decision making process. The Secretary works with National NASW, Chapter Officers, Board and Chapter members, Chapter staff and pertinent outside entities to fulfill his or her responsibilities and the mission of the Chapter. All Chapters elected terms run from July 1 through June 30.

RESPONSIBILITIES

1. Records minutes at all Board and Executive Committee meetings and other meetings as assigned.

2. Represents the Chapter in attendance at national, regional and statewide meetings as assigned by the President.

3. Announces the preliminary election slate and petition process to Chapter members through publication on the Chapter website and a membership e-mail blast.

4. Chairs the Bylaws Review Committee, which shall meet on a regular basis (as determined by the Board) to update the bylaws.

5. Serves on the Chapter PACE Committee.

6. Orients the incoming Secretary to ensure a smooth transition.

QUALIFICATIONS

Membership in NASW Idaho.

Knowledge of and commitment to NASW and the Chapter.

Interest in/evidence of active involvement and leadership in Chapter activities.

Availability to fulfill the duties of the office.

JOB TITLE: BRANCH CHAIR (Far North Branch, North Branch & Southeast Branch)

Developed FY 2011

Branch Chairs serve as members of the NASW Idaho Chapter Board of Directors. They are each elected to a three-year term, attend all meetings of the Board of Directors and Executive Committee, have voting privileges and fully participate in the decision making process. Branch Chairs work with National NASW, Chapter Officers, Board and Chapter members, Chapter staff and pertinent outside entities to fulfill his or her responsibilities and the mission of the Chapter. All Chapters elected terms run from July 1 through June 30.

RESPONSIBILITIES

1. Assesses interest and needs of NASW members and potential members in their part of the state. Communicates member interests, needs, and concerns to Chapter staff and leadership in a timely

fashion.

2. Arranges Branch meetings/CEU offerings at least 3 times/year, offering at least six CEUs each calendar year.

3. Designs Branch flyers and related CEU forms and coordinates copying and mailing of documents with the Chapter office.

4. Ensures timely notice (at least 3 weeks in advance) of all Branch meetings by allowing Chapter office adequate time to have Branch meeting notices printed and mailed to all NASW members and as appropriate non-NASW members in the respective Branch.

5. In a timely manner, welcomes all new NASW members with a personal contact, using report supplied by Chapter staff.

6. Recruits new members to NASW by informing potential members of membership benefits.

7. Coordinates resolution of membership problems with Chapter office staff.

8. Assists with arrangements for any NASW state level sponsored workshops in their geographical area.

9. Submits articles on Branch activities for the Chapter website and assists with promotion on

MySpace and face book.

10. Helps follow-up with members who have allowed their membership to lapse for more than 60 days, using report and guidelines supplied by Chapter staff.

11. Encourages participation in NASW sponsored activities by members from their region of the state and nominates a member for “Idaho Social Worker of the Year” on an annual basis.

12. Orients incoming Branch Chairs to ensure a smooth transition.

QUALIFICATIONS

Membership in NASW Idaho.

Knowledge of and commitment to NASW and the Chapter.

Interest in/evidence of active involvement and leadership in Chapter activities.

Availability to fulfill the duties of the position.

JOB TITLE: MSW STUDENT REPRESENTATIVE

Developed FY 2011

The MSW Student Representative serves as a member of the NASW Idaho Chapter Board of

Directors. He or she is elected to a one-year term, attends all meetings of the Board of Directors, and has voting privileges and fully participates in the decision making process. The MSW Student Representative works with National NASW, Chapter Officers, Board and Chapter members, Chapter staff and university/college faculty and students to fulfill his or her responsibilities and the mission of the Chapter. All Chapters elected terms run from July 1 through June 30. □□

RESPONSIBILITIES

1. Serves as the representative for all MSW students in the state assuring adequate flow of information from the Chapter and Board to appropriate students and faculty. □
2. Convenes and serves as co-chair (with the BSW Student Representative) on the Legislative Advocacy Days Planning Team. □
3. Provides student perspective/input to Chapter committees and task forces as requested. □
4. Is encouraged to attend the local Branch meetings and facilitate student participation in these meetings and activities. □
5. Convenes NASW meetings for students on his/her own campus 1-2 times a year in order to encourage student membership. □
6. Writes articles on MSW student activities for distribution to the Chapter membership and assists

with social networking sites (i.e. Face book).

7. Identifies student members with leadership interest or potential for the Chapter Committee on Nominations and Leadership Identification (CCNLI).

8. Orients the incoming MSW Representative to ensure a smooth transition.

QUALIFICATIONS

Membership in NASW Idaho and recommendation of at least two faculty members.

Must have at least one year remaining in his/her program of study when taking office.

Knowledge of and commitment to NASW and the Chapter.

Interest in becoming involved in a leadership training position and in Chapter activities.

Availability to fulfill the duties of the position.

JOB TITLE: BSW STUDENT REPRESENTATIVE

Developed FY 2011

The BSW Student Representative serves as a member of the NASW Idaho Chapter Board of Directors. He or she is elected to a one-year term, attends all meetings of the Board of Directors, and has voting privileges and fully participates in the decision making process. The BSW Student

Representative works with National NASW, Chapter Officers, Board and Chapter members, Chapter staff and university/college faculty and students to fulfill his or her responsibilities and the mission of the Chapter. All Chapters elected terms run from July 1 through June 30.

RESPONSIBILITIES

1. Serves as the representative for all BSW students in the state assuring adequate flow of information from the Chapter and Board to appropriate students and faculty. □
2. Convenes and serves as co-char (with the MSW Student Representative) on the Legislative Advocacy Days Planning Team. □
3. Provides student perspective/input to Chapter committees and task forces as requested. □
4. Is encouraged to attend the local Branch meetings and facilitate student participation in these meetings and activities. □
5. Convenes NASW meetings for students on his/her own campus 1-2 times a year in order to encourage student membership.
- 6. Writes articles on BSW student activities for distribution to the Chapter membership and assists with social networking sites (i.e. Face book). □
7. Identifies student members with leadership interest or potential for the Chapter Committee on

Nominations and Leadership Identification (CCNLI).

8. Orients the incoming BSW Student Representative to ensure a smooth transition.

QUALIFICATIONS

Membership in NASW Idaho and recommendation of at least two faculty members.

Must have at least one year remaining in his/her program of study when taking office.

Knowledge of and commitment to NASW and the Chapter.

Interest in becoming involved in a leadership training position and in Chapter activities.

Availability to fulfill the duties of the position.

JOB TITLE: CCNLI MEMBERS FOR NORTH, SOUTH CENTRAL & SOUTHWEST BRANCH

Developed FY 2011

AUTHORIZATION

The Chapter Committee on Nominations and Leadership Identification (CCNLI) is authorized by Article XVI of the National NASW Bylaws and is accountable to the NASW Idaho Chapter Board of Directors. The Chairperson is elected by the entire Idaho Chapter membership to serve for two

years.

COMPOSITION

- A. The Committee composition shall be representative of the chapter and branch membership.
- B. The term of the office of CCNLI members shall be two years, and terms shall be staggered. A Committee member shall not be eligible or re-eligible for re-election for one year after the expiration of his or her term on the Committee.
- C. The Chair of the CCNLI shall be elected by the membership during the general election or selected by members of the CCNLI from among those serving in the last year of their term.

RESPONSIBILITY

The CCNLI is responsible for conducting the chapter's nominations, selection, and election process in accordance with the *Standards for NASW Chapter Nominations and Elections*.

ACCOUNTABILITY

The CCNLI is accountable to the chapter board of directors.

The CCNLI shall carry out its duties related to the selection of candidates as an autonomous body. The CCNLI is subject to the policies set forth in the NASW Bylaws and by the National Board of Directors.

In the event of any necessary interpretation of Bylaws, CCNLI shall submit requests for bylaws interpretations to the Chapter Services Department and/or to legal counsel.

