

TITLE	TERM	TIME COMMITMENT (AVERAGE)	REQUIRED ACTIVITIES* <small>*All candidates and elected leaders must maintain active membership in NASW- NYS Chapter</small>	REQUIRED SKILL SETS	INTERESTS/ STRENGTHS
<b>President-Elect/ President</b>	1 yr as Pres. Elect & 2 yrs Pres.	50 hours/month including meetings & conference calls	<ul style="list-style-type: none"> <li>• Chairs all Board Meetings (3 held in Albany on Saturdays; 1 meeting via conference call)</li> <li>• Chairs the Executive Committee (quarterly meetings all via conference call).</li> <li>• Monthly phone conferences with Executive Director.</li> <li>• Quarterly Council of Chapter Presidents conference calls.</li> <li>• Annual NASW leadership meeting in Washington, D.C. (Spring)</li> <li>• Serve as First delegate for triennial Delegate Assembly.</li> <li>• Makes all committee appointments with consultation of the board.</li> <li>• Ex-officio member of all committees</li> <li>• Additional mtgs &amp; travel as needed.</li> </ul> <p><b>TRAINING:</b> Service as Pres. Elect during final year of outgoing President’s term. Training also provided by National and Chapter personnel.</p>	<ul style="list-style-type: none"> <li>• Attend all board meetings.</li> <li>• Demonstrate knowledge of and commitment to the mission of NASW-NYS.</li> <li>• Extensive leadership experience.</li> <li>• Knowledge of the role of a governance board, personnel policy, by-laws, fiduciary responsibility &amp; oversight.</li> <li>• Effective engagement of committees &amp; modeling of transparency.</li> </ul>	Strategic Planning Task oriented Group facilitation Attentive to details
<b>Vice President</b>	2 years	20 hours/month including meetings & conference calls	<ul style="list-style-type: none"> <li>• Fulfills duties of President in absence of President.</li> <li>• Participates in all Board meetings (4 total- 3 In-person in Albany on Saturdays &amp; 1 via conference call).</li> <li>• Quarterly Executive Committee conference calls.</li> <li>• Historically has Chaired the Program Committee (mtgs via conference all only).</li> <li>• Represents President as requested.</li> <li>• Additional mtgs as needed.</li> </ul> <p><b>TRAINING:</b> Provided by Chapter personnel and transitional Board meeting</p>	<ul style="list-style-type: none"> <li>• Attend all board meetings.</li> <li>• Demonstrate knowledge of and commitment to the mission of NASW-NYS.</li> <li>• Review board materials in advance of the board mtg.</li> <li>• Leadership experience.</li> <li>• Knowledge of the role of a governance board, personnel policy, by-laws.</li> <li>• Effective engagement of committees.</li> <li>• Monitors progress toward goals.</li> </ul>	Strong interpersonal skills. Task orientation skills. Attention to details within the overall goals of NASW.

<p><b>Secretary</b></p>	<p>2 years</p>	<p>4 hours/month plus meetings &amp; conference calls</p>	<ul style="list-style-type: none"> <li>• Participates in all Board meetings (4 total- 3 In-person in Albany on Saturdays &amp; 1 via conference call).</li> <li>• Maintaining accurate record of board and executive mtg proceedings (mtg minutes).</li> <li>• Ensure that all non-fiscal records of the chapter are maintained.</li> </ul> <p><b>TRAINING:</b> Provided by Chapter personnel and transitional Board meeting</p>	<ul style="list-style-type: none"> <li>• Attend all board meetings.</li> <li>• Demonstrate knowledge of and commitment to the mission of NASW-NYS.</li> <li>• Review board materials in advance of the board mtg.</li> <li>• Strong written &amp; verbal communication skills.</li> <li>• Strong computer skills.</li> <li>• Self-directed and attentive to time frames.</li> </ul>	<p>Enjoys writing Attention to details</p>
<p><b>2<sup>nd</sup> Vice President</b></p>	<p>2 years</p>	<p>20 hours/month plus meetings &amp; conference calls</p>	<ul style="list-style-type: none"> <li>• Participates in all Board meetings (4 total- 3 In-person in Albany on Saturdays &amp; 1 via conference call).</li> <li>• Chair of Finance Committee- Quarterly conference calls.</li> <li>• Reviews, records, and disseminates financial reports.</li> <li>• Attends quarterly Executive Committee mtgs via conference call</li> <li>• Oversees fiscal policy.</li> <li>• Safeguards and conserves the Chapter’s assets.</li> <li>• Provides quarterly financial reports to the Board of Directors.</li> <li>• Ensures that Chapter fiscal policies are implemented and are in conformance with national’s standards for Chapter operations.</li> </ul> <p><b>TRAINING:</b> Provided by previous treasurer (when indicated), Chapter personnel and transitional Board meeting. National training workshops as offered by the National office.</p>	<ul style="list-style-type: none"> <li>• Attend all board meetings.</li> <li>• Demonstrate knowledge of and commitment to the mission of NASW-NYS.</li> <li>• Review board materials in advance of the board mtg.</li> <li>• Strong written &amp; verbal communication skills.</li> <li>• Strong computer skills.</li> <li>• Self-directed.</li> <li>• Attentive to time frames.</li> </ul>	<p>Enjoys working with numbers. Enjoys economic forecasting. Attention to details.</p>
<p><b>Board Member-at - Large</b></p>	<p>2 years</p>	<p>5 hours/month including meetings &amp; conference calls.</p>	<ul style="list-style-type: none"> <li>• Participates in all Board meetings (4 total- 3 In-person in Albany on Saturdays &amp; 1 via conference call).</li> <li>• Serves on additional committee(s) or work groups as requested by President.</li> <li>• Participates in the Chapter governance</li> </ul>	<ul style="list-style-type: none"> <li>• Attend all board meetings.</li> <li>• Demonstrate knowledge of and commitment to the mission of NASW-NYS.</li> <li>• Review board materials in advance of the board mtg.</li> </ul>	<p>Enjoys working with people Marketing skills Promotes Chapter agendas</p>

			<p>responsibilities including fiscal oversight and engage in decision-making process to fulfill Chapter mission.</p> <ul style="list-style-type: none"> <li>• Interprets policies and decisions to membership.</li> <li>• Engages constituencies, such as schools of Social Work, agency colleagues &amp; local steering committee, to be informed of issues for advocacy &amp; representation at Board meetings.</li> </ul> <p><b>TRAINING:</b> Provided by Chapter personnel and transitional Board meeting</p>	<ul style="list-style-type: none"> <li>• Self-directed.</li> <li>• Strong interpersonal skills.</li> <li>• Task orientation skills.</li> </ul>	
<p><b>BSW &amp; MSW Student Reps. to the Board</b></p>	<p>1 year [Must be a current student during their term of election]</p>	<p>5 hours/month including meetings &amp; conference calls</p>	<ul style="list-style-type: none"> <li>• Participates in all Board Meetings (3 held in Albany on Saturdays; 1 meeting by conference call)</li> <li>• Serves on a Chapter committee as requested by the President.</li> <li>• Attend monthly Local Steering Committee meetings.</li> <li>• Utilize various methods to communicate with and engage students statewide to be informed on issues relevant to this constituency for discussion at board mtgs.</li> </ul> <p><b>TRAINING:</b> Provided by Chapter personnel and transitional Board meeting.</p>	<ul style="list-style-type: none"> <li>• Knowledge of and commitment to the mission of NASW-NYS</li> <li>• Strong written &amp; verbal communication skills.</li> <li>• Strong organizational/task prioritization skills.</li> <li>• Attention to deadlines.</li> </ul>	<p>Program development Networking Advocacy Use of Social Media Innovative thinking Marketing skills</p>
<p><b>Regional Representative to the Board of Directors</b></p>	<p>2 years</p>	<p>5 hours/month including meetings &amp; conference calls</p>	<ul style="list-style-type: none"> <li>• Participates in all Board meetings (4 total- 3 In-person in Albany on Saturdays &amp; 1 via conference call).</li> <li>• Conducts the business of the Chapter in accordance with Chapter Bylaws.</li> <li>• Interprets board policies and decisions to Division Chairs and members within respective region.</li> <li>• Chair/serve on committee(s) or work groups as requested by President.</li> <li>• Stay informed of the interests and needs of members through active engagement with divisions within their geographic region.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend all board meetings.</li> <li>• Demonstrate knowledge of and commitment to the mission of NASW-NYS.</li> <li>• Review board materials in advance of the board mtg.</li> <li>• Maintain quarterly contact with division chairs and annually attend [virtual or in person] division steering committee mtg in each division within their region.</li> </ul>	<ul style="list-style-type: none"> <li>• Networking and communication skills.</li> <li>• Interest in learning about regional, statewide issues of import to the social work profession and contributing to coordinated</li> </ul>

			<p><b>TRAINING:</b> Provided by Chapter personnel and transitional Board meeting</p>		<p>action through NASW-NYS.</p>
<p><b>Division Chair [Non-Board Position]</b></p>	<p>2 years</p>	<p>3-4 hours/weekly plus meetings &amp; scheduled events</p>	<ul style="list-style-type: none"> <li>Facilitate regularly scheduled Division Steering Committee meetings</li> <li>Collaborates with chapter in planning and implementing membership engagement activities and professional development programming to support the chapter's strategic goals.</li> <li>Manages the Division's budget in accordance with Chapter policies and procedures.</li> <li>Communicates/ coordinates with other local leadership (Regional Board Member, CNLI, Advocacy &amp; Govt Relations and PACE representatives) to address relevant regional issues and advance the Chapter's mission.</li> <li>Utilizes media outlets to advertise and market division activities.</li> </ul> <p><b>TRAINING:</b> Provided by Chapter personnel and transitional Board meeting</p>	<ul style="list-style-type: none"> <li>Knowledge of and commitment to the mission of NASW-NYS.</li> <li>Leadership experience or involvement with the division or other chapter committee is preferred.</li> <li>Knowledge of regional social work community.</li> <li>Joins with diverse constituents.</li> </ul>	<p>Networking Values diversity of input and feedback. Ability to multitask and delegate. Strong interpersonal and organizational skills.</p>
<p><b>Delegate to Delegate Assembly</b></p>	<p>3 years</p>	<p>1 hour on-line training; 12 hrs for policy review. 1 Day for Delegate Assembly (all communications via online/ conference call)</p>	<ul style="list-style-type: none"> <li>All meetings are held by phone, on-line, or via videoconferencing.</li> <li>Involve local colleagues, both new &amp; experienced, for input on policy positions.</li> <li>Relay this information to the Assembly.</li> </ul>	<ul style="list-style-type: none"> <li>Strong interpersonal skills.</li> <li>Strong computer skills.</li> <li>Interpret &amp; discuss policy.</li> <li>Familiarity with Roberts Rules of Order.</li> <li>Strong writing &amp; verbal skills.</li> </ul>	<p>Awareness of the historical background of policy issues to be discussed.</p>
<p><b>Representative to Committee on Nominations &amp; Leadership Identification</b></p>	<p>2 years</p>	<p>5 hours/month plus meetings &amp; conference calls.</p>	<ul style="list-style-type: none"> <li>Attend one annual in-person meeting (In Albany in the Fall)</li> <li>Participate in regularly scheduled conference calls</li> <li>Engage in the recruitment of candidates for Chapter leadership positions through participation in local Steering Committee</li> </ul>	<p>Strong interpersonal skills and broad knowledge base of local colleagues. Attentive to time frames</p>	<p>Networking Interest in local &amp; State-wide programs, goals and activities Interest in mentoring the next</p>

<b>(CNLI)</b>			<p>meetings and events as well as other outreach activities.</p> <ul style="list-style-type: none"> <li>• Assists in developing double slate of candidates for Chapter elections.</li> <li>• Oversees Chapter election process and finalizes election results.</li> </ul>		<p>generation of NASW leadership.</p>
<b>Chair Committee for Nominations &amp; Leadership Identification (CNLI)</b>	2 years	8 hours/month plus conference calls	<ul style="list-style-type: none"> <li>• Facilitated one CNLI annual in-person meeting (Albany)</li> <li>• Participate in all Board meetings (3 in Albany; 1 via teleconference)</li> <li>• Facilitates regularly scheduled CNLI conference calls</li> <li>• Annual recruitment of candidates for Chapter leadership positions.</li> <li>• Assists in developing double slate of candidates for Chapter elections.</li> <li>• Oversees Chapter election process and finalizes election results, ensuring the adherence to Chapter By-Laws and Election Standards.</li> <li>• Promotion of CNLI activities to Board members.</li> <li>• Works with Chapter staff to adhere to election procedures and guidelines.</li> <li>• Develops CNLI annual agenda.</li> <li>• Compiles Mtg minutes &amp; quarterly board reports on committee activities.</li> </ul>	<p>Leadership experience. Strong interpersonal skills. Familiarity with election – related requirements and resources. Attention to diversity targets. Strong organizational skills and attention to time frames. Monitors progress toward goals.</p>	<p>Networking Interest in local &amp; State-wide programs, goals and activities Interest in mentoring the next generation of NASW leadership.</p>