

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

<p>Secretary</p>	<p>2 years</p>	<p>4 hours/month plus meetings & conference calls</p>	<ul style="list-style-type: none"> • Participates in all Board meetings (4 total- 3 In-person in Albany on Saturdays & 1 via conference call). • Maintaining accurate record of board and executive mtg proceedings (mtg minutes). • Ensure that all non-fiscal records of the chapter are maintained. <p>TRAINING: Provided by Chapter personnel and transitional Board meeting</p>	<ul style="list-style-type: none"> • Attend all board meetings. • Demonstrate knowledge of and commitment to the mission of NASW-NYS. • Review board materials in advance of the board mtg. • Strong written & verbal communication skills. • Strong computer skills. • Self-directed and attentive to time frames. 	<p>Enjoys writing Attention to details</p>
<p>2nd Vice President of Budget and Finance</p>	<p>2 years</p>	<p>20 hours/month plus meetings & conference calls</p>	<ul style="list-style-type: none"> • Participates in all Board meetings (4 total- 3 In-person in Albany on Saturdays & 1 via conference call). • Chair of Finance Committee- Quarterly conference calls. • Reviews, records, and disseminates financial reports. • Attends quarterly Executive Committee mtgs via conference call • Oversees fiscal policy. • Safeguards and conserves the Chapter’s assets. • Provides quarterly financial reports to the Board of Directors. • Ensures that Chapter fiscal policies are implemented and are in conformance with national’s standards for Chapter operations. <p>TRAINING: 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"> • Attend all board meetings. • Demonstrate knowledge of and commitment to the mission of NASW-NYS. • Review board materials in advance of the board mtg. • Strong written & verbal communication skills. • Strong computer skills. • Self-directed. • Attentive to time frames. 	<p>Enjoys working with numbers. Enjoys economic forecasting. Attention to details.</p>
<p>Board Member-at -Large</p>	<p>2 years</p>	<p>5 hours/month including meetings & conference calls.</p>	<ul style="list-style-type: none"> • Participates in all Board meetings (4 total- 3 In-person in Albany on Saturdays & 1 via conference call). • Serves on additional committee(s) or work groups as requested by President. • Participates in the Chapter governance 	<ul style="list-style-type: none"> • Attend all board meetings. • Demonstrate knowledge of and commitment to the mission of NASW-NYS. • Review board materials in advance of the board mtg. 	<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"> • Interprets policies and decisions to membership. • Engages constituencies, such as schools of Social Work, agency colleagues & local steering committee, to be informed of issues for advocacy & representation at Board meetings. <p>TRAINING: Provided by Chapter personnel and transitional Board meeting</p>	<ul style="list-style-type: none"> • Self-directed. • Strong interpersonal skills. • Task orientation skills. 	
<p>BSW & MSW Student Reps. to the Board</p>	<p>1 year [Must be a current student during their term of election]</p>	<p>5 hours/month including meetings & conference calls</p>	<ul style="list-style-type: none"> • Participates in all Board Meetings (3 held in Albany on Saturdays; 1 meeting by conference call) • Serves on a Chapter committee as requested by the President. • Attend monthly Local Steering Committee meetings. • Utilize various methods to communicate with and engage students statewide to be informed on issues relevant to this constituency for discussion at board mtgs. <p>TRAINING: Provided by Chapter personnel and transitional Board meeting.</p>	<ul style="list-style-type: none"> • Knowledge of and commitment to the mission of NASW-NYS • Strong written & verbal communication skills. • Strong organizational/task prioritization skills. • Attention to deadlines. 	<p>Program development Networking Advocacy Use of Social Media Innovative thinking Marketing skills</p>
<p>Division Director</p>	<p>2 years</p>	<p>5 hours/month including meetings & conference calls, plus additional scheduled events</p>	<ul style="list-style-type: none"> • Participates in all Board meetings (4 total- 3 In-person in Albany on Saturdays & 1 via conference call). • Conducts the business of the Chapter in accordance with Chapter Bylaws. • Chair/serve on committee(s) or work groups as requested by President. • Stay informed of the interests and needs of members through active engagement with divisions within their geographic region. • Facilitate regularly scheduled Division Steering Committee meetings • Manages the Division’s budget in accordance 	<ul style="list-style-type: none"> • Knowledge of and commitment to the mission of NASW-NYS. • Attend all board meetings. • Demonstrate knowledge of and commitment to the mission of NASW-NYS. • Review board materials in advance of the board mtg. • Knowledge of regional social work community. 	<ul style="list-style-type: none"> • Networking and communication skills. • Interest in learning about regional and statewide issues of import to the social work profession and contributing to coordinated action through NASW-NYS.

			with Chapter policies and procedures.		
			TRAINING: Provided by Chapter personnel and transitional Board meeting		
Delegate to Delegate Assembly	3 years	1 hour on-line training; 12 hrs for policy review. 1 Day for Delegate Assembly (all communications via online/ conference call)	<ul style="list-style-type: none"> All meetings are held by phone, on-line, or via videoconferencing. Involve local colleagues, both new & experienced, for input on policy positions. Relay this information to the Assembly. 	<ul style="list-style-type: none"> Strong interpersonal skills. Strong computer skills. Interpret & discuss policy. Familiarity with Roberts Rules of Order. Strong writing & verbal skills. 	Awareness of the historical background of policy issues to be discussed.
Representative to Committee on Nominations & Leadership Identification (CNLI)	2 years	5 hours/month plus meetings & conference calls.	<ul style="list-style-type: none"> Attend one annual in-person meeting (In Albany in the Fall) Participate in regularly scheduled conference calls Engage in the recruitment of candidates for Chapter leadership positions through participation in local Steering Committee meetings and events as well as other outreach activities. Assists in developing double slate of candidates for Chapter elections. Oversees Chapter election process and finalizes election results. 	Strong interpersonal skills and broad knowledge base of local colleagues. Attentive to time frames	Networking Interest in local & State-wide programs, goals and activities Interest in mentoring the next generation of NASW leadership.
Chair Committee for Nominations & Leadership Identification (CNLI)	2 years	8 hours/month plus conference calls	<ul style="list-style-type: none"> Facilitated one CNLI annual in-person meeting (Albany) Participate in all Board meetings (3 in Albany; 1 via teleconference) Facilitates regularly scheduled CNLI conference calls Annual recruitment of candidates for Chapter leadership positions. Assists in developing double slate of candidates for Chapter elections. Oversees Chapter election process and finalizes election results, ensuring the 	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.	Networking Interest in local & State-wide programs, goals and activities Interest in mentoring the next generation of NASW leadership.

			<p>adherence to Chapter By-Laws and Election Standards.</p> <ul style="list-style-type: none"> • Promotion of CNLI activities to Board members. • Works with Chapter staff to adhere to election procedures and guidelines. • Develops CNLI annual agenda. • Compiles Mtg minutes & quarterly board reports on committee activities. 		
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