

NASW- Georgia Chapter

Board of Directors & Committee Descriptions | Responsibilities

Who Serves on the NASW-Georgia (NASWGA) Board of Directors?

NASWGA Board Composition

The NASWGA Chapter Board consists of the following members:

- The officers [President, Vice Presidents, & Secretary], including President-Elect, if applicable Elected by chapter's membership.
- Two student members, one MSW and one BSW, elected by the Chapter membership.
- Eight Members (Region Representative and At-Large Representative for each of the chapter's 4 Regions: North, South, East and West). The Region Representatives are elected by the membership to represent members from the geographical regions.

What are Shared Responsibilities for All Board Members? Excerpts from the NASWGA 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.

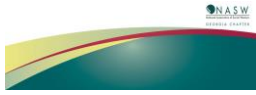
(Article V) Duties

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

1. (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.
2. (Article III) The executive director shall develop, in consultation with the Chapter Board or Executive Officers, 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.
3. (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.



NASW- Georgia Chapter

Board of Directors & Committee Descriptions | Responsibilities

(Article IX) Local Geographic Branches/Regions/Units

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

Board Officers

President (serves a 3-year term)

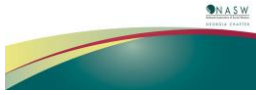
***From chapter charter: President – the President is the presiding officer of the Board of Directors and Executive Committee, and an ex-officio member of all committees without a vote except as provided in the committee charge; represents the Board of Directors and reports to the Board of Directors 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 (address and vote on issues which develop prior/after scheduled quarterly board meetings).
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 CNLI names of possible candidates for Chapter positions.
7. Along with other board officers, make calls to lapsed members.
8. Attend the NASW National Annual Leadership Meeting.
9. Provide leadership in defining and implementing the Chapter's goals and objectives, program plans, activities, and policy decisions.

President- Elect (1- year term)

***This is a learning/shadowing experience of active/current President before assuming role as President. 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. Attending 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. *Continued page 6.*



NASW- Georgia Chapter

Board of Directors & Committee Descriptions | Responsibilities

6. Provide to the CCNLI names of candidates for Chapter positions and provide names of possible candidates for chapter awards.
7. Along with other board officers, make calls to lapsed members.
8. Attend the national Annual Leadership Meeting.
9. Provide leadership in defining and implementing the Chapter's goals and objectives, program plans, activities, and policy decisions.
10. Fulfill other duties as requested by the President.

Vice President for Budget and Finance (serves a 3-year term)

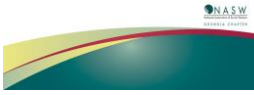
***From the chapter charter: Vice President – the Vice President fulfills the duties of the President in the event of absence or disability and assumes the presidency upon the President's resignation or inability to discharge the office; and performs duties as assigned by the president, which may include 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 (summary reports) with Executive Director and prepare quarterly financial reports to the board during quarterly board meetings.
3. With Executive Director as needed make recommendations to the Board regarding financial and accounting matters.
4. Along with other board officers, make calls to lapsed members.
5. Attend NASW functions as feasible and represent the Chapter at various functions as requested by the President.
6. Provide leadership in defining and implementing the Chapter's goals and objectives, program plans, activities, and policy decisions.

Secretary (serves a 3-year term)

***From the chapter charter: Secretary – the Secretary is responsible for the Board of Directors' and Executive Committee's meeting minutes, as well as for the maintenance of 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 a copy of the minutes to the Executive Director within one week of meeting conclusion.
5. Attend NASWGA functions as feasible and represent the Chapter at various functions as requested by the President.



NASW- Georgia Chapter

Board of Directors & Committee Descriptions | Responsibilities

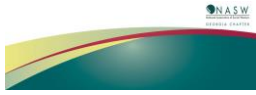
Region Representatives and At-Large Representatives (serves a 3-year term)

***Region Representative and At-Large Member work together to represent the interest of a Region. Region Representative schedules, plans and chairs regional meetings and events. At-Large Representative assists the Regional Representative with the scheduling and planning of regional meetings and events. At-Representative assumes the chairing of regional meetings and events in Regional Representative's absence. Large. Both attend Board quarterly meetings; however, each region gets only one vote.**

1. Represent the interests, concerns, and activities of the local branch members to the Board of Directors and communicate Chapter Board processes and decisions to local branch membership.
2. Coordinate local training and networking opportunities for branch members, according to branch tradition and capacity. This includes recruiting presenters and/or volunteers to help coordinate presentations. Traditional Region schedules for continuing education are:
 - a. monthly or bi-monthly during the fall, winter, and spring
 - b. one to four times per year
 - c. monthly
3. Coordinate a local social work month activity (particularly for Social Work Month).
4. Report regularly to full board on local region activities.
5. Communicate with the Executive Director regarding region branch business.
6. Serve as a local ambassador to encourage region members to be active in NASW/NASWGA.
7. Conduct outreach to recruit new members and partners. Serve as a liaison to local schools of social work and key social work employers.
8. Support and/or participate in other NASW/NASWGA scheduled events.

MSW & BSW Student Representatives (Serve a one-year term)

1. Assist the Chapter leadership and Executive Director in planning NASWGA functions targeted to social work students e.g., Social Work Advocacy Day.
2. Identify and recruit student members to NASW/NASWGA.
3. Distribute information to schools of social work on NASW activities and encourage student participation.
4. Seek input from social work students as to their interests and needs in relation to NASWGA and share such input with the Board of Directors.
5. Support and promote the Chapter's activities in their region.
6. Provide to the CCNLI names of candidates for Student Representative positions.



NASW- Georgia Chapter

Board of Directors & Committee Descriptions | Responsibilities

Chapter Nominations and Leadership Identification

Nominations and Leadership Identification Chair (serves a 3-year term)

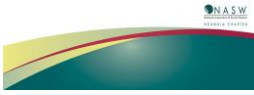
***Total of 4 Committee Members (one from each of the chapter's 4 regions/chair is selected from among the 4 members). Candidate can be a regular, associate, or student Association Member that is in good standing.**

1. Develop and maintain Nominations/Leadership Committee.
2. Develop and implement timeline to secure candidates for annual elections.
3. Review candidate applications to ensure compliance with guidelines.
4. Develop and implement annual recruitment campaign and timelines.
5. Work with staff to develop materials for annual elections including candidate profiles and statements, electronic and paper ballots, newsletter publication and screening of potential candidates.
6. Write and distribute annual call for nominations for open positions.
7. Make personal contact by phone or email with potential candidates. Be available to respond to inquiries.
8. Develop and implement timeline to secure nominations for annual Iowa NASW Awards.
9. In relevant committees, develop and implement a recruitment campaign for award nominations. This will include direct outreach to members to solicit nominations.
10. Submit reports to the Board regarding progress of committee.

Unit Team Leader (Non-NASWGA Board of Directors Position)

***Leaders (for designated regions ... view Unit list). Candidate can be a regular, associate, or student Association Member that is in good standing. The Unit Team Leader will work under the direction of the designated Region Representative. Primary Team Leader responsibilities are:**

- Identify Team Members to assist with Unit outreach and activities.
- Assign Team Members activities and provide ongoing assistance and oversight.
- Regularly communicate and coordinate with Region Representative about all unit activities and provide ongoing feedback from members.
- Work with the team to Identify acceptable area venues to hold unit meetings and CE Events.
- Coordinate quarterly unit member meetings.
- Assist Region Representative in coordinating quarterly CE Events.
- Coordinate contacting each new member in the Unit.
- Coordinate contacting each member who does not renew.
- Assist Region Representative in identifying member volunteers and potential leaders.
- Assist Region Representative in identifying members to receive Chapter and National awards and recognition.
- Provide Information via newsletter articles highlighting Unit members, their contributions and community activities.
- Non- Voting participation in Quarterly BOD Meetings with activity reports.



NASW- Georgia Chapter

Board of Directors & Committee Descriptions | Responsibilities

COMMITTEES:

■ ANNUAL CONFERENCE PLANNING COMMITTEE

Purpose:

- To assist the NASWGA Chapter Executive Director plan and develop the NASWGA Annual Meeting as an educational program designed to attract social workers (chapter members and non-members) and mental health professionals such as licensed professional counselors and marriage and family therapist.
- To secure financial support to cover all expenses associated with the annual conference. Expenses include but are not limited to the following: conference venue, food/ beverages, and presenter hotel/ travel.
- To assist chapter Executive Director in meeting budget expectations through the acquirement of revenue.

Committee Configuration:

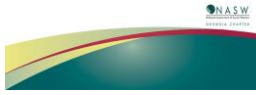
- The Committee shall be comprised of 6 members: Executive Director, Committee Chair and 4 Members.
 - The Committee Chair and 4 committee members serve a term of 2 years.
 - The Committee Chair shall be appointed by the President and approved by the Board of Directors with input from the Executive Director.
- Committee membership shall be selected by the Committee Chair and Executive Director.

Committee Chair Duties:

1. Work in conjunction with the Executive Director.
2. Assign work to committee members; collaborate with the Executive Director in scheduling committee meetings.
3. Monitor progress toward completion of charges.
4. Assimilate timely information to committee members.
5. Communicate as needed with committee members, the Executive Director.
6. Prepare quarterly committee report for the Board of Directors.
7. Prepare bi-annual newsletter articles highlighting conference planning/programming.
8. Assure the preparation of minutes of all committee meetings.
9. In conjunction with the Executive Director evaluate the work of the committee.

Committee Duties:

1. Review and recommend workshop presenter and topics.
2. Assist Executive Director in identifying volunteers as needed.
3. Secure financial support for the conference (sponsorships, vendors, advertisements, and door prizes, etc.).
4. Promote conference attendance with the membership.
5. Assist chapter staff in the preparation of attendee packet materials.
6. Committee members must register for and attend the annual conference.
7. Evaluate the meeting planning process and make recommendations to the Executive Director for change as needed.
8. Assist with transporting of materials to and from conference site.
9. Assist with on-site registration, monitoring of workshops, and speaker care as needed.



NASW- Georgia Chapter

Board of Directors & Committee Descriptions | Responsibilities

10. Participate in post conference meeting to offer suggestions for improvement. *Continued page 7*

NASWGA Executive Director and Staff Duties:

1. Develop conference theme and programming content.
2. Review and modify the program format as needed/possible.
3. Clarify policy and procedures as needed.
4. Inform Chair and Committee of all deadlines.
5. Prepare for staff committee meetings as soon as possible.
6. Request newsletter article.
7. Manage all correspondence and logistics regarding the conference venue, presenters/ keynote/plenary contracts.
8. Manage all fiscal logistics regarding the conference venue, presenters/ keynote/plenary contracts.
9. Provide administrative support to develop, print and mail registration brochures.
10. Provide administrative support to register attendees prior to and at the meeting site.
11. [Type equation here](#). Manage all of the expenses related to the conference.
12. Explore and recommend future conference sites and dates.
13. Provide all administrative support to ensure conference evaluations are completed in a timely fashion.

■ **THE SOCIAL JUSTICE AND LEGISLATIVE (SJL) COMMITTEE**

Purpose:

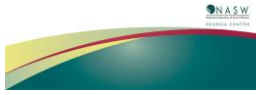
- To develop and support the annual NASW/NASWGA Social Justice and Legislative Agendas and Priorities.
- To develop Social Justice and Legislative issues and initiatives relevant to the chapter's membership.
- To promote and encourage member participation in all advocacy activities.
- To seek and develop written Social Justice and Legislative position statements in support of NASW/NASWGA priorities.

Committee Configuration:

- The Committee shall be comprised of 6 members: Committee Chair and 5 Members.
- The Committee Chair and 5 committee members serve a term of 2 years.
- The Committee Chair is appointed by the President and approved by the Board of Directors. Committee membership shall be selected by the Chair and President with input from the Executive Director and approved by the Board of Directors.
- The Executive Director serves as liaison to the committee and is a non-voting member of the committee
- The Board President is an ex-officiate non-voting member of the committee.

Committee Duties:

1. Annually select no more than five social justice and legislative priorities (bills/related issues).
2. Review legislation update listed on the NASWGA web site at least weekly during the session and recommend action or changes in the priorities or agenda to the Chair.
3. Provide social justice/legislative updates to local Regions of NASWGA or other groups of social workers as needed.
4. Inform Chair/Executive Director of local legislative activities.
5. Participate in social justice legislative alerts and call for action requests. *Continued page 8*



NASW- Georgia Chapter

Board of Directors & Committee Descriptions | Responsibilities

6. Assist in the development of a core group of members (primarily from metro-Atlanta) willing to provide expert testimony or policy review and comment with extremely short notice.
7. Develop educational activities about advocacy/influencing state government for the chapter's membership.
8. Promote and encourage member participation in social justice and legislative advocacy efforts.
9. Assist Executive Director in the planning and implementation of Social Work Advocacy Day.
10. Provide advice/recommendations to the Board as requested on social justice and legislative matters.
11. Develop strategies as needed to support the National Office Legislative Agenda in the state.
12. Assist the Executive Director to establish and maintain a social justice/legislative advocacy network using and building coalitions with similar social justice/legislative priorities.
15. Provide consultation to Regions on local social justice/legislative issues.

Committee Chair Duties:

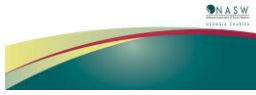
1. Assign work to committee members.
2. Monitor progress toward completion of charges.
3. Schedule and host at least 4 committee meetings annually; communicate meeting schedule to Executive Director.
4. Communicate as needed with committee members and
5. Keep Executive Director abreast of social justice/legislative agenda, issues, and efforts.
6. Prepare quarterly progress report for the Board.
7. Prepare bi-annual articles for chapter newsletter.
8. Assure the preparation of minutes of all meetings.
9. Serve on the Chapter PACE Committee.

Chair, President, and Board Shared Duties:

1. Evaluate work of the committee.
2. Re-charge committee annually or recommend disbanding the committee.

NASWGA Executive Director and Staff Duties:

1. Disseminate information regarding social justice and legislative priorities and alerts via email/ web page.
2. Request Board reports and bi-annual newsletter articles.
3. Clarify policy and procedures as needed.
4. Manage all fiscal logistics regarding Social Work Advocacy Day.
5. Executive Director attends committee meetings as needed.
6. Executive Director obtains updates from Chair.
7. Participate in lobbying activities as much as possible.
8. Social Work Advocacy Day: Manage all correspondence, logistics, and contracts regarding the venue/presenters.
9. Social Work Advocacy Day: Manage all fiscal logistics.



NASW- Georgia Chapter

Board of Directors & Committee Descriptions | Responsibilities

■ **POLITICAL ACTION AND CANDIDATE ENDORSEMENT (PACE) COMMITTEE**

Purpose:

The NASWGA Chapter of the NASW's Political Action and Candidate Endorsement (PACE) Committee is a group of GA social workers tasked with the important charge to research, vet, and endorse state level candidates in all levels of elections for Chapter Board of Directors Positions (Volunteer Leaders).

PACE Chair:

1. Works with staff to develop a schedule of regular meetings and conference calls.
2. Leads meetings and conference calls.
3. Communicates with chapter staff, PACE committee members, the chapter board, legislative staff and committees, and national PACE staff.

PACE Secretary/Treasurer (with assistance from chapter staff):

1. Oversees PACE financial records.
2. Signs reports to regulatory agencies.
3. Records meeting minutes if needed.

PACE Committee Members:

1. Elect the PACE chair and secretary/treasurer.
2. Attend meetings and participate in conference calls to make decisions on endorsements, contributions, and campaign plans.
3. Act as responsible trustees of the chapter PACE money.
4. Assist staff in mobilizing NASW members in the chapter to get out the vote.

****For additional PACE Committee details see attachment***

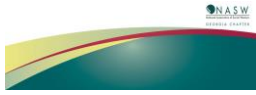
■ **ETHICS COMMITTEE**

What Ethics Committee Member Should have & How Committee Members get Appointed?

- ✓ A working knowledge of the NASW Code of Ethics.
- ✓ At least 6 hours of ethics training (Offered through the NASW Professional Review Team).
- ✓ Professional Review Training held by NASW.
- ✓ Appointed to the Chapter Executive Committee (CEC).
- ✓ Have a passion for ethics and the professional review process.
- ✓ Prepared to work in conjunction with the NASW Professional Review Team.

What is a Professional Review?

NASW promotes the quality and effectiveness of social work practice. Professional review is a collaborative process between chapters and the national office to provide a peer review of alleged unethical conduct of its members. The professional review process is designed to correct and improve the practice of individual social workers as needed. The actions of the process are intended to be constructive and educative rather than punitive. Only in cases of serious misconduct may penalties be imposed. *Continued page 10*



NASW- Georgia Chapter

Board of Directors & Committee Descriptions | Responsibilities

Membership and Self-Reporting:

All NASW members agree to abide by the NASW Code of Ethics and agree to submit to professional review proceedings for any alleged violation of the same in accordance with NASW Bylaws. Any conviction of a felony or revocation of social work licensure will be grounds for rejection and/or termination of Association membership and revocation of any and all benefits resulting therefrom.

Unethical Conduct of a Social Worker:

NASW has the responsibility of reviewing and resolving complaints of alleged violations of the NASW Code of Ethics. NASW can only review the ethical conduct of its members. If you believe a social work member of NASW is in violation of the Code of Ethics, one of your options is to file a complaint with NASW.

Sanctions in Force:

NASW adjudicates certain allegations of violations of its Code of Ethics by members and, if violations are found, may impose sanctions. These may include sanctions of public notification, such as the notification of state licensing or regulatory boards, employers, and others, if violators fail or refuse to take corrective action.

Most Frequently Substantiated NASW Code of Ethics Violations:

- 1.01 – Commitment to Clients
- 1.06 – Conflicts of Interest
- 1.07 – Privacy and Confidentiality
- 1.09 – Sexual Relationships
- 2.11 – Unethical Conduct of Colleagues
- 3.04 – Client Records
- 4.04 – Dishonesty, Fraud, and Deception
- 4.06 – Misrepresentation

MEMBERSHIP COMMITTEE

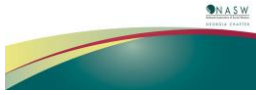
Purpose:

To provide strategies for the recruitment and retention of members.

Membership:

The Committee Chair is appointed by the President and approved by the Board of Directors. Committee members shall be selected by the President with input from the Executive Director and approved by the Board of Directors.

Continued page 12



NASW- Georgia Chapter

Board of Directors & Committee Descriptions | Responsibilities

Committee Duties:

1. Monitor monthly membership statistics and report significant changes and/or patterns to the Executive Director.
2. Develop a plan for the recruitment of new members.
3. Develop, implement, and maintain a mechanism for welcoming all new members.
4. Develop follow-up plan/survey for suspended members to understand and reduce attrition.

Committee Chair Duties:

1. Assign work to committee members.
2. Monitor progress toward completion of charges.
3. Assimilate information.
4. Communicate with committee members.
5. Prepare quarterly progress report for the Board.
6. Prepare articles for bi-annual newsletter.
7. Assure the preparation of minutes of all meetings.
8. Evaluate work of the committee.
9. Assure the Executive Director is informed of activities and updates.

President and Board Shared Duties:

1. Evaluate work of the committee.
2. Re-charge or disband committee annually.

Staff Duties:

1. Prepare and disseminate membership reports requested by the Committee.
2. Request Board reports and newsletter articles.
3. Communicate unresolved or continuing membership problems to the Chair and President.
4. Answer all phone and email inquiries related to membership.
5. Prepare for committee meetings as needed.

INTERESTED IN BECOMING A NASWGA BOARD OR COMMITTEE MEMBER?

If you are interested in becoming a NASWGA Board Member or join a NASWGA Committee, please visit the chapter website at <http://www.naswga.org> and click on the Board of Directors or Committee Application subtabs.