

BOARD POSITION DESCRIPTIONS

President-Elect:

Term: 3-years (President-Elect 1 Year; 2-year President term)

- The President-Elect is responsible for the duties assigned by the President, and assumes the duties of President after one year.
- The President is the presiding officer of the Board of Directors, and the Executive Committee, and an ex-officio member of all committees.
- The President is to be available to consult with the staff on matters between meetings of the Board of Directors.
- The President represents the Board of Directors between its meetings, and reports to the Board of Directors all important interim actions.
- The President, in consultation with the Board of Directors, appoint the chairpersons of all organizational branches responsible to the Board of Directors whose election is not otherwise specified in the Bylaws; and appoints all other organizational unit leadership.
- Attends 4 quarterly Board of Directors meetings, annual Board Retreat, and other called meetings as necessary to conduct the business of the chapter in accordance with chapter bylaws and national standards.
- Participates in the decision making process to fulfill the mission of the chapter.
- Represents to the board the issues and concerns of constituency, and advocates in constituents' best interests.
- Interprets board policies and decisions to membership.
- Participates on the conference planning committee.
- Attends and participates in annual state conference as well as encourage membership attendance to the annual state conference.

Qualifications:

- NASW membership in good standing
- Has a solid understanding of the organization; a broad perspective on the profession and the needs and issues of social workers statewide; and is able to clearly articulate these needs and issues
- Diplomatic
- Willing and able to travel statewide, and nationally to represent the chapter
- Flexible schedule, and support/sanction of employer in order to be able to participate in chapter business
- Experience in running meetings and public speaking
- Team work/ team commitment
- Ability to delegate
- Ability to understand and respect board process
- Willingness to work as part of a working board
- Willingness to be prepared for meetings
- Demonstrates leadership
- Negotiation skills and interest

Vice-President:

Term: 2-year

- The Vice President fulfills the duties of the President in the event of absence or disability. The Vice President serves on the Executive Committee, according to by-laws, and other committees as requested by the President.
- Represents to the board issues and concerns of Chapter Branch Chairs and advocates on behalf of branches.

- Attends four quarterly Board of Directors meetings, annual Board retreat, and other called meetings as necessary to conduct the business of the Chapter in accordance with bylaws and national standards.
- Participates in the decision making process to fulfill the mission of the Chapter.
- Represents to the Board the issues and concerns of constituency and advocates in constituents' best interests.
- Interprets board policies and decisions to the membership.
- Attends and participates in annual state conference as well as encourage membership attendance to the annual state conference.

Qualifications:

- NASW membership in good standing
- Team work/team commitment
- Ability to delegate
- Ability to understand and respect board process
- Willingness to work as part of a board
- Strong communication skills
- Willingness to be prepared for meetings
- Able to take leadership
- Negotiation skills and interest

Secretary:

Term: 2-year

- Responsible for the minutes of the meetings of the Board of Directors and the Executive Committee, and for the non-fiscal records of the chapter.
- The Secretary serves on the Executive Committee according to by-laws, and other committees as requested by the President.
- Attends 4 quarterly Board of Directors meetings, annual Board retreat and other called meetings as necessary to conduct the business of the chapter in accordance with chapter bylaws and national standards.
- Participates in the decision making process to fulfill the mission of the chapter.
- Represents to the board the issues and concerns of constituency, and advocates in constituents' best interests.
- Interprets board policies and decisions to membership.
- Attends and participates in annual state conference as well as encourage membership attendance to the annual state conference.

Qualifications:

- NASW membership in good standing
- Team work/ team commitment
- Ability to delegate
- Ability to understand and respect board process
- Willingness to work as part of a working board
- Strong communication skills
- Willingness to be prepared for meetings

PROGRAM UNIT CHAIRS:

Term: 2-year

Branch Chair Position Description: To develop and support NASW-NM members through networking, legislative advocacy, and coordination of activities

Program Unit Chair Duties:

- Membership recruitment & retention
- Develop & promote opportunities for formal and informal feedback on branch activities
- Implement activities designed to encourage member participation in legislative advocacy
- Develop and chair local steering committee
- Communicate with board member on regular basis
- Represent concerns of branch members
- Communicate local activities to regional board members and to Chapter office
- Oversight of financial activities at branch level
- Promote and attend state conferences
- Attend 4 quarterly Board of Directors meetings, annual Board retreat, and other called meetings as necessary to conduct the business of the chapter in accordance with chapter bylaws and national standards.

Qualifications

- NASW membership in good standing
- Team work/team commitment
- Ability to delegate
- Ability to understand and respect board process
- Willingness to work as part of a board
- Strong communication skills
- Willingness to be prepared for meetings
- Able to take leadership
- Negotiation skills and interest
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STUDENT POSITIONS:

Term: 1-year

Duties:

- Attend 4 quarterly Board of Directors meetings, annual Board retreat, and other called meetings as necessary to conduct the business of the chapter in accordance with chapter bylaws and national standards.
- Participate in the decision making process to fulfill the mission of the chapter.
- Serve on committees as requested by the President and provide input to the state conference planning committee about student affairs.
- Represent to the board the issues and concerns of constituency, and advocates in constituents' best interests.
- Interpret board policies and decisions to membership.
- Attends and participates in annual state conference as well as encourage membership attendance to the annual state conference.
- Communicates NASW-NM activities and relevant social work information to students

Qualifications:

- BSW or MSW NASW student membership in good standing
- Student nominee must have 2 semesters left before completing their educational degree as of July 1, the beginning of their term of office.
- Students must be attending a school within the State of New Mexico
- Team work/ team commitment
- Ability to delegate
- Ability to understand and respect board process
- Willingness to work as part of a working board

- Strong communication skills
- Willingness to be prepared for meetings
- Able to take leadership
- Negotiation skills and interest

NOMINATION COMMITTEE:

Term: 3-year

Duties:

- Coordinates all aspects of the chapter elections in accordance with the NASW Standards for Chapter Elections.
- Works in partnership with chapter staff to facilitate development of timelines, ballots, etc.
- Works with chapter staff to ensure that representatives abide by established timelines and are responsive to requests for information.
- Problem solves and trouble shoots gaps in leadership identification.
- Participates in the identification of potential TPACE appointments.
- Meets annually to select candidates and certify a completed ballot to the Secretary of the Chapter.
- Reviews and selects annual conference award recipients.
- Reports to the Board of Directors at each of the 4 board meetings serving as an exofficio board member.

Qualifications:

- Member in good standing of NASW
- Broad perspective of the profession and state issues
- Good assessment skills
- History with and perspective of chapter
- Good people and marketing skills

ETHICS COMMITTEE:

Term: 3-year

Members of the committee are representative of diverse practices in the social work profession. The purpose of having diversity in practice settings is to provide for multiple view points on similar topics.

Duties:

- The group meets at least 6 times per year or more when there is an event scheduled to coordinate.
- Present or hosted a presenter every year at the annual conference
- Do outreach to the social work students
- Presented ethics workshops for local and rural practitioners
- Develop educational tools such as articles for chapter website
- Our group meets to discuss ethics topics relevant to current practice

Qualifications:

- Member in good standing of NASW
- Broad perspective of the profession and state issues
- Good assessment skills
- History with and perspective of chapter
- Good people and marketing skills

CONFERENCE PLANNING COMMITTEE:**Term: 1 year**

- Assist with planning of the chapter's annual spring social work conference
- Participate in regular meetings
- Works in partnership with chapter staff to solicit speaker proposals, sponsorship and exhibitors
- Assist with securing items for silent auction
- Attending conference and helping in all capacities during the event

Qualifications:

- Member in good standing of NASW
- Broad perspective of the profession and state issues
- Good assessment skills
- History with and perspective of chapter
- Good people and marketing skills