

Job Description and Expectations

## **Branch Representatives**

### **Kauai, Oahu, Molokai, Lanai, Maui, West & East Hawai'i Island**

#### **Purpose**

To promote membership throughout the State. To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of NASW so as to support the organization's mission and needs.

#### **Term**

Three Years

#### **Method of selection**

Statewide election by NASW members

#### **Time Commitment**

Moderate

#### **Meetings and time commitment**

- Board of Directors meetings
- Additional meetings as needed
- Attend NASW sponsored events

#### **Duties**

- Represent the issues identified by branch members
- Participates in discussions on all chapter related issues
- Organize a minimum of 2 branch meetings
- Promote member attendance at Chapter events
- Assist the Chapter with conducting business throughout the State
- Serves as a liaison between the Chapter and the members in their communities
- Write articles for the Chapter's newsletter
- As a voting member participates in decision-making process to fulfill the mission of the Chapter
- Serves on committees as directed by President

#### **Expectations**

- Attend and participate in meetings on a regular basis
- Review agenda and supporting materials prior to board and committee meetings
- Assists with developing and supports the strategic planning process
- Actively serves on committees or task forces
- Suggest possible nominees to the board who can make a significant contribution
- Follow conflict of interest and confidentiality policies
- Submit completed committee reports on time to the Secretary
- Be proactive to membership concerns that can be addressed by NASW
- Become familiar with the fiscal and budgetary needs of NASW
- Financially support NASW in a manner commensurate with one's ability.
- Understand the policies and procedures of NASW

**Qualifications**

- Active member of NASW in good standing
- Leadership experience and prior activity in NASW Hawaii Chapter (preferred)
- Able to listen, analyze, think clearly and creatively, lead and work well with people individually as well as in a group

**Adopted**

July 14, 2012

**Reviewed**

December 19, 2016