

Job Description and Expectations
BSW & MSW Representatives

Purpose

To generate interest and engagement in membership among social work students. 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

One Year

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 BSW/MSW student members
- Participates in discussions on all Chapter related issues
- Organize a minimum of two (2) meetings with BSW/MSW members per year
- Act as a liaison between Chapter and the BSW/MSW members
- Writes articles for the newsletter
- Serve on the Social Work Legislative Day Committee
- Serves on the Chapter's Annual Fundraising Dinner Committee
- Serves on the Chapter's Communication Committee
- 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