

Job Description and Expectations
**Chapter Committee on
Nominations and Leadership Identification (CCNLI)**
(minimum of three seats)

Purpose

To ensure proper elections and coordinate award process to ensure continued leadership and recognition of the profession.

Term

Three Years

Method of selection

Statewide election by NASW members

Time Commitment

Moderate

Meetings and time commitment

- One member must attend the Board of Directors meetings
- Additional meetings are required to fulfill committee responsibilities
- Attend NASW sponsored events

Duties

- **Elections**
 - Understand the Chapter nomination and voting policies
 - Develop a timeline describing the tasks needed to meet election deadlines and communicate the timeline to the Executive Committee
 - Coordinate with the First Vice President who will serve as the Committee's liaison from the Executive Committee
 - Request from the Board of Directors potential nominees for the slate
 - Contact members to fill additional slate vacancies, ensure membership in good standing, coordinate elections according to Chapter Charter the *Standards for NASW Chapter Nominations and Elections*
 - Submit recommended slate of candidates to the Board of Directors
 - Participate and verify in the counting of ballots
- **Awards & scholarships**
 - Develop a timeline of assigned tasks needed to meet the SW Awards deadlines as set in by-laws and discuss timeline with the First Vice President
 - Review criteria and nomination forms
 - Develop and utilize a rubric when evaluating nominees
 - Submit all rubric evaluations to Executive Committee for final decisions
 - Notify awardees and work with planning committees as required
 - Coordinate and attend the awards presentation

- When requested, write articles for the Chapter's newsletter
- As a non-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
- Serve on committees or task forces
- Suggest possible nominees to the board who can make a significant contribution
- Follow conflict of interest and confidentiality policies
- Record and 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