

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

PRESIDENT

1. President is elected by the membership.
2. President's term is two (2) years.
3. This elected position will constitute one vote on the Board and is a member of the Executive Committee of the NCSSWA Full Board.
4. Upon completion of term, President serves one (1) year on the Executive Committee in an ex-officio capacity as Past-President.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall set meeting times, plan the meeting agenda and preside at all meetings of the Executive Committee, Full Board, and any conference(s) meetings of the full membership.
- C. Shall serve as a member of the NCSSWA Executive Committee and attend all board meetings.
- D. Shall serve as director of association's yearly budget process in conjunction with the Executive Committee.
- E. Shall submit personal budget to Executive Committee for conference fees, and other required meetings on behalf of the association.
- F. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.
- G. Shall respond to requested information that shall include but is not exclusive to phone calls, emails, written correspondence, requests from DPI, etc.
- H. Shall regularly and routinely check NCSSWA email and respond appropriately.
- I. Shall maintain a record of position activities and dates to share with next term President.
- J. Shall maintain membership in SSWAA (School Social Work Association of America) in order to participate in necessary SSWAA activities throughout term of office. Membership dues are the responsibility of the elected officer.
- K. Shall serve as the official delegate of the association that shall include but is not exclusive to SSWAA, DPI meetings, and other times when appropriate.
- L. Shall work cooperatively with Vice-President in planning Fall Conference.
- M. Shall write President's message for all newsletters.
- N. Shall appoint committee chairpersons, liaisons, etc. in accordance with the By-Laws and as deemed necessary by the Executive Committee.
- O. Shall work to exemplify the role of the School Social Worker in the state of North Carolina at all times.
- P. Shall serve on all committees as deemed appropriate and necessary to further the workings of NCSSWA.
- Q. Shall submit a President's Report at each Full Board Meeting.
- R. Review Policy & Procedure Manual and revise as needed through the Executive Committee.
- S. Shall obtain from the Governor of North Carolina, a proclamation for School Social Work Week and carry out promotion activities related to School Social Work Week.