

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

PRESIDENT-ELECT

1. President-elect is elected by membership.
2. President-elect's term is two years.
3. President-elect automatically becomes President the following term.
4. This elected position will constitute one vote on the Board and is a member of the Executive Committee of the NCSSWA Full Board.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall assist President when deemed necessary (i.e. serve on committees, be President's designee at functions as requested) and attend all board meetings.
- C. Shall serve on and attend Executive Committee and Full Board Meetings.
- D. Shall become knowledgeable of Presidential responsibilities.
- E. Shall submit a President-Elect's Report at each Full Board Meeting.
- F. Shall serve as chairperson of School Social Worker of the Year Selection Committee.
 - a. Shall order all necessary plaques for the Regional and State School Social Workers of the Year and have ready for presentation at fall conference.
 - b. Shall follow procedures approved by the Executive Committee for the Selection of the School Social Worker of the Year.
 - c. All selection paperwork shall be maintained for seven years and shared with the next incoming President-Elect.
 - d. Selection of the SSW of the Year will include checks and balances approved by the Executive Committee.
- G. Shall regularly and routinely check NCSSWA email and respond appropriately.
- H. Shall maintain a record of position activities and dates to share with next term President-Elect.
- I. 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.
- J. Shall assist the Vice-President with conference planning.
- K. Shall complete other duties that may be assigned by the President.
- L. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.
- M. Shall maintain a record of position statement and dates to share with next term committee.
- N. Shall receive names of perspective nominations for incoming Executive Committee elections. (President-Elect, Vice President, Secretary, Treasurer, Parliamentarian)