

NCSSWA

EXECUTIVE COMMITTEE & FULL BOARD

ROLES & RESPONSIBILITIES

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

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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.

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)

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

PAST-PRESIDENT (Immediate Past-President)

1. Past-President's term is one (1) year in an *ex-officio* capacity.
2. This 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 perform such duties as may be directed by the President or Executive Committee.
- C. Shall serve as advisor to the President and/or Executive Board as requested.
- D. Shall serve on and attend Executive Committee and Full Board Meetings.

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

VICE-PRESIDENT

1. Vice-President is elected by the membership.
2. Vice-President's term is two 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.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall preside at meetings in the absence of the President and shall succeed him/her if the President is unable to complete his/her term in office.
- C. Shall be responsible for the planning and implementation of fall conference.
- D. Shall serve on and attend Executive Committee and Full Board Meetings.
- E. Shall submit a Vice-President's Report at each Full Board Meeting.
- F. Shall regularly and routinely check NCSSWA email and respond appropriately.
- G. Shall maintain a record of position activities and dates to share with next term Vice-President.
- H. 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.
- I. Shall submit a yearly budget to the Executive Committee at the spring board meeting for conference plans, merchandise, and any conferences (when approved by executive board).
- J. Shall complete other duties that may be assigned by the President.
- K. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.
- L. Shall designate a Hospitality Committee to assist with fall conference and any other committee that is necessary for assisting with fall conference.

HOSPITALITY Committee Duties and Responsibilities

- A. Shall assist with fall conference Hospitality Room as needed or directed by the Vice-President. This may include soliciting snacks and drinks from sponsors or participating board members and members, coordination of hospitality room and times available.
- B. Shall assist if needed with registration at fall conference and with preparing, gathering, and creating hospitality bags or items for fall conference.
- C. Shall complete other duties that may be assigned by the Vice-President.
- D. Shall maintain a record of position activities and dates to share with next term Hospitality Committee.

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

SECRETARY

1. Secretary is elected by the membership.
2. Secretary's term is two 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.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Serve on and attend Executive Committee and Full Board Meetings.
- C. Shall regularly and routinely check NCSSWA email and respond appropriately.
- D. Shall record meetings of the Executive Committee and Full Board Meetings and general business sessions.
- E. Shall share meeting agendas as directed by the President and will send to the full board at least 30 days prior to the scheduled board meeting.
- F. Shall record meeting minutes of the Executive Committee, Full Board, and the membership business session.
- G. Shall arrange with the President how the minutes will be distributed.
- H. Shall maintain all meeting agendas and minutes in a chronological and organized manner.
- I. Shall receive all proposed changes to the constitution and by-laws 30 days prior to a scheduled general meeting of the membership.
- J. Shall submit a yearly budget to the Executive Committee at the spring board meeting for any secretarial support needs.
- K. Shall maintain a record of position activities and dates to share with next term Secretary.
- L. Shall complete other duties that may be assigned by the President.
- M. Shall provide assistance as needed to the President for correspondence on behalf of the association.
- N. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

TREASURER

1. Treasurer is elected by the membership.
2. Treasurer's term is two 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.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall serve on and attend Executive Committee and Full Board Meetings.
- C. Shall work with the Executive Committee to develop an annual budget.
- D. Shall review reimbursement requests and process them for payment by NCSSWA in accordance with the reimbursement procedures and IRS guidelines.
- E. Shall provide reports of income and expenditures to the Executive Committee and Full Board meetings.
- F. Shall regularly and routinely check NCSSWA email and respond appropriately.
- G. Shall maintain a record of position activities and dates to share with next term Treasurer.
- H. Shall complete other duties that may be assigned by the President.
- I. Shall assist with the annual review of the NCSSWA finances.
- J. Shall review and validate financial statements.
- K. Shall maintain accounts designated for NCSSWA in accordance with IRS guidelines.
- K. Shall submit a yearly budget to the Executive Committee at the spring board meeting for any treasurer support needs in accordance with reimbursement guidelines (at Policy and Procedures notate a specific \$ amount over.)

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

PARLIAMENTARIAN

1. Parliamentarian is elected by membership.
2. Parliamentarian's term is two years.
3. Parliamentarian will have one vote on the Board.
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 advise the President on the By-Laws of NCSSWA.
- C. Shall maintain the current By-Laws of the association.
- D. Shall assist in maintaining the orderly procedure of business in accordance with the *Revised Robert's Rules of Order*.
- E. Shall serve on and attend Executive Committee and Full Board Meetings.
- F. Shall regularly and routinely check NCSSWA email and respond appropriately.
- G. Shall maintain a record of position activities and dates to share with next term Parliamentarian.
- H. Shall complete other duties that may be assigned by the President.
- I. Shall submit a yearly budget to the Executive Committee at the spring board meeting for any Parliamentarian support needs in accordance with reimbursement guidelines.
- J. Shall submit a report to the board at each Full Board meeting.

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

MEMBERSHIP CHAIRPERSON

1. Membership Chairperson will serve a two (2) year term.
2. Membership Chairperson is appointed by the President.
3. The Membership Chairperson will hold one vote and one individual reimbursement on the Board.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall provide leadership and coordination for the membership committee.
- C. Shall regularly and routinely check NCSSWA email and respond appropriately.
- D. Shall maintain a record of position activities and dates to share with next term committee.
- E. Shall work with Regional Chairs to organize and implement techniques to encourage membership in NCSSWA.
- F. Shall coordinate with the Communications Chair to send information to members and send to non-members information regarding benefits of membership and encouragement to join.
- G. Shall coordinate with Technology Chair information to be included on the association website regarding membership.
- H. Shall obtain mailing list of other professional personnel who might be interested in membership in NCSSWA and communicate with them.
- I. Shall develop, update and distribute membership brochures when appropriate.
- J. Shall submit articles for inclusion in NCSSWA newsletter when appropriate.
- K. Shall maintain and distribute an up-to-date membership list to the President and Regional and Communications Chairs.
- L. Shall develop a New Member Greeting Letter with the President to send to all new members.
- M. Shall work with the Conference Planning committee on registration table activities.
- N. Shall oversee registration activities throughout the annual fall conference.
- O. Shall work with the President and Vice-President on the decoration theme and appearance of the registration area at conference.
- P. Shall submit a plan of action to encourage new membership and a budget request.
- Q. Shall serve on and attend Full Board Meetings.
- R. Shall submit a Committee Report at each Full Board Meeting.
- S. Shall complete other duties that may be assigned by the President.
- T. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.
- U. Shall submit to the President an end of year report.

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

NCSSWA REGION CHAIRS

CENTRAL REGION

NORTHEAST REGION

NORTHWEST REGION

SOUTHEAST REGION

SOUTHWEST REGION

WESTERN REGION

1. Regional Chairpersons will serve a two (2) year term.
2. Regional Chairpersons are appointed by the President.
3. Each regional chairperson will have one vote and one individual reimbursement on the Board.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall create a Regional Committee to assist the Chairperson in planning the Regional Spring Conference for their region.
- C. Shall work with the Membership Chairperson as a committee to increase and maintain members of the association.
- D. Shall regularly and routinely check NCSSWA email and respond appropriately.
- E. Shall maintain a record of position activities and dates to share with next term committee.
- F. Shall work with the Vice-President for any needs of the association for fall conference.
- G. Shall provide assistance as needed to the Public Relations Manager for communication and representation on behalf of the association.
- H. Shall serve on and attend Full Board Meetings.
- I. Shall submit a Regional Report at each Full Board Meeting.
- J. Shall complete other duties that may be assigned by the President.
- K. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.
- L. Shall submit to the President an end of year report.

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

COMMUNICATIONS CHAIRPERSON

1. Communication Chairperson will serve a two (2) year term.
2. Communication Chairperson is appointed by the President.
3. The Communication Chairperson will hold one vote and one individual reimbursement on the Board.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall serve on and attend Full Board Meetings.
- C. Shall submit Communication Committee Report at each Full Board meeting.
- D. Shall submit a budget request to the Executive Committee for any supplies needed.
- E. Shall complete other duties that may be assigned by the President.
- F. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.
- G. Shall submit a Communications Committee end of year report.
- 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 committee.
- J. Shall write copy, edit copy, and carry out all responsibilities connected with the production of a newsletter that represents and exemplifies the best of NCSSWA.
 - a. Shall be responsible for the content and layout of each newsletter.
 - b. Shall assign news/interest stories to members of the Executive Committee and others.
 - c. Shall solicit newsletter contributions from a broad spectrum of people interested in the SSW field.
 - d. Shall distribute the number of issues per year, the copy dates and issue dates in accordance with the Constitution and By-Laws.
 - e. Shall publish the newsletter electronically at least quarterly and make available to full membership.
- K. Shall assist in the production of the printed conference program when needed.
- L. Shall send emails to the entire association as directed by the President and according to the Constitution and By-Laws.
- M. Shall maintain all social media and corresponding account passwords of the association which includes but is not limited to Facebook, Twitter, and Pinterest accounts of the association.
- N. Shall work closely with Communications Committee.

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

COMMUNICATIONS SUB-COMMITTEE

1. The Communications Committee is comprised of the Communication Chairperson, Technology Manager, Website Manager and Public Relations Manager along with any additional support members needed.
2. Shall maintain NCSSWA membership and be an active member in good standing during term.
3. The Communications Committee members are appointed by the president and serve a two (2) year term.

Communications Committee Member:

TECHNOLOGY MANAGER Duties & Responsibilities

- A. Shall manage and maintain all various technology tools utilized by NCSSWA for data integration and communications management.
- B. Shall work to ensure all association processes are integrated.
- C. Shall train other board members as needed in the use of new technology tools and programs needed in their board positions.
- D. Shall regularly and routinely check NCSSWA email and respond appropriately.
- E. Shall maintain a record of position activities and dates to share with next term committee.
- F. Shall work closely with Communications Chair and Website Manager.
- G. Shall complete other duties that may be assigned by the President.
- H. Shall contribute to the Communications Committee end of year report.

Communications Committee Member:

WEBSITE MANAGER Duties & Responsibilities

- A. Shall develop and maintain content on the association website in an esthetically pleasing and informative manner.
- B. Shall work closely with Communications Chair, and Technology Manager for content on website.
- C. Shall regularly and routinely check NCSSWA email and respond appropriately.
- D. Shall maintain a record of position activities and dates to share with next term committee.
- E. Shall complete other duties that may be assigned by the President.
- F. Shall contribute to the Communications Committee end of year report.

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

COMMUNICATIONS SUB-COMMITTEE continued

Communications Committee Member:

PUBLIC RELATIONS MANAGER Duties & Responsibilities

- A. Shall maintain a yearly list of dates and locations of relevant workshops and conferences within the state for possible NCSSWA vendor participation.
- B. Shall make recommendations to the Executive Committee of conference vendor costs or fees.
- C. Shall work with the six (6) Regional Chairpersons for communication and representation on behalf of the association and for NCSSWA coverage at selected venues.
- D. Shall regularly and routinely check NCSSWA email and respond appropriately.
- E. Shall maintain a record of position activities and dates to share with next term committee.
- F. Shall coordinate all public relations activities for the association.
- G. Shall cooperate with NCSSWA leaders in developing public relations programs.
- H. Shall order, purchase and sell public relations materials as appropriate.
- I. Shall submit articles and updates to NCSSWA newsletter.
- J. Shall complete other duties that may be assigned by the President.
- K. Shall contribute to the Communications Committee end of year report.
- L. Shall work closely with Communications Chair, Technology Manager and Website Manager.
- M. Shall work with the NCSSWA Lobbyist and the NCDPI State Consultant for School Social Work to ensure adherence to ethics.

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

HISTORIAN

1. Historian will serve a two (2) year term.
2. Historian is appointed by the President.
3. Historian does not hold a vote on the Board.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall maintain documentation of association activities through photographs, power point presentations, and other documents.
- C. Shall maintain accurate record of association activities in chronological order.
- D. Shall serve on and attend Full Board Meetings.
- E. Shall regularly and routinely check NCSSWA email and respond appropriately.
- F. Shall maintain a record of position activities and dates to share with next term.
- G. Shall complete other duties that may be assigned by the President.
- H. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

LIAISONS TO NCSSWA FULL BOARD

NASW-National Association of School Social Workers

NCAE-North Carolina Association of Educators

NCDPI-North Carolina Department of Public Instruction

SSWAA-School Social Work Association of America

MSW-Master's Degree School Social Work Programs

BSW-Bachelor's Degree School Social Work Programs

1. Liaisons are appointed and/or invited by the President.
2. Liaisons serve a two (2) year term.
3. Liaisons are not a part of the Board.

DUTIES AND RESPONSIBILITIES

- A. Liaisons serve as the coordinating link between NCSSWA and their associations.
- B. Liaisons facilitate open communication channels between organizations.
- C. Liaisons secure and share updated and progressive information from their respective groups as it impacts or has the potential to impact school social workers in NC.
- D. Liaisons shall be invited as needed to Full Board meetings.
- E. Liaisons submit a written report to the association prior to Board business meetings.

NCSSWA LOBBYIST DUTIES AND RESPONSIBILITIES

- A. The lobbyist is a paid position and serves the association at the discretion of the Executive Committee.
- B. The lobbyist is not limited to term limits.
- C. The Lobbyist adheres to the terms of the contract made with NCSSWA.