

NASW-Wyoming

CHAPTER ELECTED POSITION DESCRIPTION

Position: President, Board of Directors

Term: 2-year term after having served one year as President-Elect

Authority: By-laws of NASW-Wyoming, Article IV

Elected By: Full membership of NASW-Wyoming

Accountability: To the Board of Directors and to the total membership of the NASW-Wyoming Chapter and NASW-National

Qualifications: Member of NASW

Specific Duties:

- Serve as presiding officer of the Board of Directors, Executive Committee, and Chapter Delegates
- Be available to consult with the staff
- Represent the Board of Directors between its meetings and report to the Board all important interim actions
- In consultation with the Board, appoint the chairpersons of all committees, task forces, units, and other appointments, unless otherwise designated.
- Serve on the Delegate Assembly
- Work with Executive Director to achieve goals and objectives of the Chapter
- Be available to consult with members of the Board of Directors and Committee Chairs
- Shall convene regularly scheduled Board meetings and call special meetings when necessary
- Shall act as alternative spokesperson for organization
- Shall assist the Executive Director in preparing agenda for Board meetings
- Shall assist in conducting new Board orientation
- Shall coordinate the Executive Director's annual performance evaluation
- Shall work with nominations and leadership committee to recruit new Board members

Time Requirement:

- Attend board meetings
- Attend all Executive Committee meetings
- Attend Chapter Conference and Chapter-wide events
- Attend regional and national Delegate Assembly meetings
- Meets with Executive Director on overall Chapter Business