

Elections

What participants need to know about running for office or voting

Being an informed candidate or voter

Following are descriptions of the duties of each member of the Board of Directors, as well as the Nominating Committee. One intent is to help potential candidates understand what to expect in working with the association. The second is to help voting delegates make decisions about which candidate is most suitable for each position.

Members of the Board of Directors assume office at the close of the Annual Meeting at which they are elected, and serve as specified in the bylaws or until a successor is elected.

The Board of Directors manages the affairs of the association, including the establishment of an annual budget and the transaction of all business for and on behalf of the association as authorized under the bylaws. The Board of Directors carries out the resolutions, actions, or policies as authorized by the Delegates, subject to the provisions of the Articles of Incorporation and Bylaws. The Board of Directors hires the chief executive officer to serve as the administrative officer of the association, accountable to the ASWB Board.

ASWB Board of Directors

All officers and members of the Board of Directors vote on issues that come before the board.

All board members may be asked by the president to represent the association at other professional social work meetings, assist staff with the ASWB exhibit booth, and attend meetings of related regulatory organizations such as the Federation of Associations of Regulatory Boards (FARB) or the Council on Licensure, Enforcement and Regulations (CLEAR).

Occasionally, officers or board members may be asked to attend a meeting of a member board.

Meeting requirements, BOD

Annually:

- **Approximately 4-5 in-person meetings**
- **One or two conference calls a year**
- **Occasional email votes**
- **Usually 1-2 meetings with an ASWB committee or task force**

In-person meetings:

- **Upon election:** meeting immediately following close of Annual Meeting (avg. 2 hours)
- **Late January/early February:** meeting in conjunction with Federation of Associations of Regulatory Boards (FARB) Forum, various locations
- **April/May:** meeting prior to Spring Education meeting, attend ASWB Spring Education Meeting
- **July/August:** meeting often in conjunction with the Examination Committee
- **October/November:** meeting before and after ASWB Annual Meeting of the Delegate Assembly

President

As in most organizations, the president is the presiding officer at all meetings of both the Board of Directors and the Delegate Assembly. The president is expected to control discussion while keeping it open for all who want to be heard, ruling on parliamentary points and maintaining order.

The position is a two-year term, but actually involves serving on the Board of Directors for four years, one as president-elect, two as president, and one as past president.

The president of ASWB has many other duties as well. They include:

- Making all committee appointments, with the approval of the rest of the board
- Establishing and appointing task forces or other ad hoc committees
- Representing the association as necessary in contacts with other organizations
- Overseeing and signing all official board correspondence
- Calling special meetings of either the board or the Delegate Assembly
- Filling vacancies on the Board of Directors
- Acting as the first line of contact for the chief executive officer and other appropriate staff
- Making a report on the state of the association at the Annual Meeting
- Representing the association as needed in legal matters

President-elect

This is the position on the board that is filled by the person chosen to be the next president for the first year of a four-year commitment. The president-elect presides over meetings in the absence of the president, whether short or long-term, and may attend meetings of member boards or of other professional organizations in addition to or in the absence of the president. The president-elect also may serve as a member of the following committees:

- Nominating Committee
- Finance Committee
- One additional committee, in the position of board liaison

The president-elect may move to the presidency a year in advance, in the event the president is unable to serve.

More meetings

Conference Call meetings

- Not specifically scheduled

Email decisions

- As needed

Committee liaison meetings

- Every member of the Board of Directors also serves as liaison to at least one Committee or Task Force, as assigned by the president
- Liaison service can vary from four additional meetings per year (Exam Committee) to as few as one meeting per year (Bylaws Committee)
- Most committee meetings follow the schedule of a Friday arrival, Saturday meeting, and then departure on Sunday. The Exam Committee meets for two and a half days four times a year.

Past president

This is the position on the board that is filled by the former president in the final year of the four-year commitment. The duties are the same as those of the president-elect, including resuming the office of president at any time during the first year of the new president's term if the president is unable to serve.

There is never both a president-elect and a past president on the board at the same time, since the president-elect assumes the eighth seat when elected, and the past president goes off the board.

Secretary

The secretary serves a two-year term. The person in this position reviews minutes of all meetings as prepared by staff before submission to the Board of Directors for approval. The secretary receives correspondence requesting special meetings and communicates it to the president, and does the roll call and the seating of delegates at meetings of the Delegate Assembly.

The secretary also oversees the agendas for meetings, and the timeline for legal notifications of pending business as required in the bylaws. The secretary's signature is required on a number of legal contracts and other documents.

Treasurer

The treasurer serves a two-year term. The person in this position oversees the association's financial operations, including its expenditures, revenues and investments. The treasurer chairs the Finance Committee, and reports to the Board of Directors and to the Delegate Assembly on budget and finance matters at each meeting.

The Finance Committee advises the board on issues related to the use of the Association's assets to assure prudence and integrity of fiscal management and responsiveness to member boards' needs. The Finance Committee also reviews financial policies to provide guidelines for fiscal management, and reviews and revises financial forecast assumptions.

All expenditures of more than \$10,000 are reported to the treasurer.

Director at Large

Directors at large serve two-year terms. Each director can expect to serve on at least one committee as liaison for the board. In this capacity, the director has a vote on both committee business and all committee questions that come before the board.

Nominating Committee

There are three elected members of the Nominating Committee, and the president may appoint the president-elect or the past president as a fourth member. Members serve two-year terms on a staggered schedule. The committee selects its own chair.

Time Requirements for Nominating Committee

One in-person meeting at the Spring Education Meeting

2 – 3 conference calls, each lasting about an hour.

Time required to make telephone contacts with possible candidates as assigned by the committee chair.

The Nominating Committee is responsible for submitting to member boards, at least 30 days before the Annual Meeting, a slate of candidates for each position on the Board of Directors to be filled, and for each of the three members of the Nominating Committee. The Nominating Committee is charged with using its best efforts to submit a slate of candidates which ensures geographic, racial, and gender diversity on both the Board of Directors and the Nominating Committee.

Members of the Nominating Committee are not eligible to be slated or elected to any elected position within the association within their elected term. Nominating Committee members who resign from the committee shall not be slated or elected to any elected position within the Association within their elected term.

The Nominating Committee has one in-person meeting, at the Spring Education Meeting, where it elects a chair and schedules a series of conference calls. During these calls, two or three during the summer, the committee considers all suggestions submitted for nominees. Nominating Committee members participate in outreach to ensure a populated slate of candidates that represent the demographics of the Association. Potential nominees must be contacted by one of the four members to ensure the availability of the individual, and committee members communicate as a group by email or further conference calls to finalize the slate for the fall election.