



Dear ASWB Volunteer,

Thank you for volunteering to serve on an ASWB committee or task force, and congratulations on your appointment! Committee and task force work can be very rewarding. Serving in this way offers you the benefits of networking with and learning from your peers and the opportunity to mentor others and develop as a leader.

As you know, the success of ASWB greatly depends on volunteers. On behalf of the membership, we appreciate the work of the volunteers who give their time and expertise to further the mission of providing support and services to the social work regulatory community to strengthen public protection.

We have developed this handbook to provide a framework for committee and task force work. We hope to help ensure effective communication and alignment with ASWB's goals and objectives.

Again, thank you for your time and effort to advance the goals of ASWB as outlined in the 2019–2021 Strategic Framework. You are the key to our success!

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General information

ASWB publishes information on aswb.org about the role of ASWB, our governance, and our committee structure.

[Your association \(PDF\)](#)

[ASWB strategic framework \(PDF\)](#)

[Committee descriptions and time requirements](#)

[Confidentiality agreement](#)

[Policy Manual Section III: Meetings and Travel \(PDF\)](#)

[Request for Reimbursement Form \(PDF\)](#)

[Volunteer Engagement Structure \(PDF\)](#)

[Volunteer opportunities \(PDF\)](#)

[Model Social Work Practice Act](#)

[ASWB Policy Manual](#)

[ASWB Code of Ethics Policy 7.2\(PDF\)](#)

[ASWB Bylaws \(PDF\)](#)

Letter of appointment

In the letter of appointment from the ASWB president, you are invited to participate on a committee or task force. The letter includes the date(s) of the in-person meeting(s), the name of the committee chair, and information about updating your contact information. The committee charge, a confidentiality agreement, and a list of ASWB staff contacts are attached to the email as well. The next step in the process is acceptance of your appointment!

Confidentiality agreement

Each year, all ASWB volunteers must submit a confidentiality agreement in order to serve. An agreement is sent to all committee and task force appointees with the committee appointment letters. Sign and return this form to the ASWB staff person assigned to the committee as soon as possible and before the start of committee work.

Contact information

Committee members are encouraged to take the time to update their profile on engage.aswb.org, the association management software used by ASWB. Once logged in, you may update your contact information, register for ASWB meetings, view the organization directory, and access the contact information of other committee members.

Committee participation and expectations

Participation

ASWB committees, like teams, are more functional and efficient with full member participation and sharing of the workload. Committee members should come to virtual and in-person meetings having read the materials distributed before the meeting and ready for the work ahead.

Committee work assigned to an ASWB committee/task force member must be worked on by the committee/task force member. Using outside resources to complete committee assignments violates the confidentiality agreement signed by all volunteers. If a committee member is unable to work on assigned tasks, the member should alert the chair, who may change timelines and/or reassign the work. ASWB respects that all volunteer members have other professional commitments. If, after joining a committee, you find you are unable to participate fully or complete assignments, we understand if you choose to resign from the committee during the year. Likewise, if an individual is unable to participate in committee work, ASWB may also ask that committee member to step down.

Attendance

It is important to attend all meetings and conference calls. If you are unable to attend, please let the chair and committee staff person know as soon as possible.

Document storage and communication

ASWB uses Basecamp online project management and communication software to help members interact and complete committee work. You will be sent information about creating a Basecamp account soon after committee members have been confirmed. The program is user-friendly, but if you have any questions about using Basecamp, please ask the ASWB staff person assigned to your committee.

Meeting documentation

It is good practice to record a list of actions taken at each meeting and distribute to members of the committee. Formal minutes are not required, but documentation of committee actions should be uploaded to Basecamp for review and reference by committee members, committee staff, and the committee chair. The chair may appoint someone to take notes, or this role may be assumed by the committee staff person.

Role of committee staff, chairs, and Board liaisons

Committee staff

ASWB staff members are assigned to assist with the work of each committee. Staff members work closely with committee chairs to support committee work. The extent of staff involvement varies by committee. Staff members are responsible for the collection of signed confidentiality agreements and communicating about virtual meetings and conference calls. They assist with the posting of committee agendas and materials. The committee staff member also serves as a resource for specific information related to the charge. For example, the staff member may know about what the committee worked on in the past that led to the current charge.

Committee chair

The role of the committee chair is to work closely with committee staff to create a timeline to complete the work outlined in the committee charge. This task includes developing meeting and conference call agendas, delegating work, and crafting work plans. During meetings and conference calls, chairs should facilitate discussion, make sure everyone feels heard, and manage the dynamics of the group when members need to refocus.

Chairs are responsible for reporting on the work of the committee: They submit written reports to the ASWB Board of Directors for review at the Board's August meeting, prepare written reports including any recommendations from the Board for distribution to membership in advance of the annual meeting, and customarily give verbal reports at the ASWB Annual Meeting of the Delegate Assembly. Committee staff share the report template, assist with the development of the report and, if needed, help create PowerPoints and presentation materials for use at the annual meeting.

Board liaison

The role of Board liaison is to attend committee meetings and conference calls and report back to the Board of Directors during the subsequent Board meeting. It is helpful for the Board liaison to take more of an observational role during meetings and conference calls. Exceptions to this rule occur on the Finance Committee as provided for in the bylaws. According to the bylaws, the ASWB treasurer and the president-elect or immediate past president take an active role on the Finance Committee as part of their duties on the Board of Directors. The treasurer serves as committee chair and the president-elect or immediate past president is appointed as a committee member.

Meetings

The effectiveness of ASWB committees is driven by open and frequent communication and collaboration. Volunteers can expect to participate in conference calls, virtual (Zoom) meetings, activities, and workgroups. The frequency of virtual meetings or conference calls is based on the time required to complete the work of the committee. In-person meetings vary from committee to committee, and the frequency of these meetings is outlined in the committee appointment notification letter from the ASWB president. You may also view the ASWB calendar for the dates of committee meetings, the annual meeting, and the education meeting.

In-person meetings

The dates of committee/task force in-person meetings are included in the committee appointment letter from the ASWB president. While committee members are expected to attend all in-person meetings, there are some provisions for participating remotely if that is required. You may also view the ASWB calendar for the dates of meetings. Expenses incurred are covered by ASWB according to the ASWB travel policy.

In-person meeting etiquette

ASWB truly appreciates all volunteer efforts. The committee environment should reflect the collective spirit in which the groups convene. To ensure that this is achieved:

- Committee chairs and members should always conduct themselves in a professional manner.
- Committee chairs are expected to keep the committee members on task and focused on the agenda.
- Committee chairs should encourage input from all committee members and guide the discussion to a consensus.
- Committee members are expected to respect the guidance of the committee chair.

- Committee members are expected to respect other opinions and allow involvement and interaction of all committee members.

Logistics

Approximately seven weeks before the meeting, a meeting notice will be posted to Basecamp by the Volunteer Engagement & Outreach department. Committee members will be notified through Basecamp when this information is posted. The notice includes the location, date, and time of the meeting as well as instructions about making your travel arrangements. Attendees are required to book all airline or rail reservations through the ASWB designated travel agency so that the cost is billed to ASWB. All hotel arrangements are made by and billed to ASWB as well. *Committee members should not make their own hotel reservations.*

Approximately two weeks before the meeting, an itinerary will be posted to Basecamp. The itinerary includes additional details about the meeting such as a meeting agenda, meeting location, information about transportation from the airport, hotel confirmation numbers, and airline/rail information. Committee members are expected to arrange their own transportation to and from the airport. If other arrangements have been made, they are reflected on the itinerary. Information about the content of the meeting, including the business to be conducted and any materials attendees need for the meeting, will be shared with committee members by the committee chair and/or staff.

A link to the reimbursement form will be available on the itinerary. Following the meeting, committee members need to submit a request for reimbursement for expenses incurred that are not billed to ASWB, including meals that are not provided during the meeting, parking, and mileage. All receipts must accompany the Request for Reimbursement form.

Zoom meetings

ASWB uses the Zoom videoconferencing platform for virtual meetings. Information about the date and time of the meeting and instructions for joining the meeting will be sent to you before the start of the meeting. [Learn more about the Zoom meeting platform and how to join an online meeting.](#)

Zoom meeting etiquette

Before the web conference begins:

- Ensure that Zoom has been downloaded to your computer. Click on the Zoom link in your email. You will be connected to the Zoom site, and the download should start automatically. You may need to click “Run this program.”
- Test your microphone and camera to make sure equipment is working correctly.
- If necessary, close drapes or blinds and reposition lighting to avoid background illumination and glare.

During the call, please:

- Begin on time and stay focused on meeting objectives.
- Introduce yourself when you connect to the conference.
- Maintain eye contact by looking into camera.
- Speak clearly in your normal voice. No need to shout.
- Avoid interrupting other speakers.
- To limit background noise, MUTE microphone when not speaking by clicking the microphone icon in the lower left of your main screen—not the picture screen.
- Raise your hand when you wish to speak. When the meeting leader calls on you, unmute yourself. Don't forget to mute yourself after your comments.
- Avoid side conversations and make sure only one person is speaking at a time.

- Always assume other participants can hear you, even when the microphone has been muted.
- Do not rustle paper, tap your pen or keyboard, or make other distracting noises.

Guidelines for media activity

As a volunteer serving on the Board of Directors or on a committee or task force, you are a representative of ASWB. Consequently, you have a higher profile in representing the association than you do as a jurisdictional member board member or staff member. In this role, you may be contacted by media representatives seeking information about the organization or to invite ASWB's participation in print, online, or digital communications, including but not limited to blogs, trade/professional magazines or websites, or scholarly journals.

ASWB has developed Policy 7.6, Media Relations to assist individuals who may be approached by news media, social media outlets, magazines, books, or other online or digital channels. The policy serves to protect you as well as to protect the reputation and brand of ASWB. Volunteers are also referred to Policy 7.5, Social Media for additional guidance.

Policy 7.6 highlights

Official spokesperson. The ASWB chief executive officer or the CEO's designated representative is the spokesperson for ASWB.

Point of contact. The ASWB director of communications and marketing is the designated point of contact for all media inquiries.

News media activity and interactions. If you are contacted by the news media or other media sources (including broadcast, Internet, and print), please refer the media representative to ASWB's director of communications and marketing at info@aswb.org, subject: media contact.

Endorsement. Volunteers may not use their role with ASWB or its name, imagery, brand, trademarks, or logos to promote or endorse any product, opinion, cause, political party or candidate, or religion for commercial or personal benefit.

Copyright and compliance. Volunteers should observe the copyright and intellectual property rights of others and of ASWB and follow copyright and compliance laws of the United States and Canada.

It is acceptable to share ASWB's posts on social media.

Thank you!

Thank you again for volunteering to serve on an ASWB committee or task force. If you have questions at any time, please contact Melissa Ryder at mryder@aswb.org. We look forward to working with you this year and in the future!