

Elections

What participants need to know about running for office and 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 duties of Nominating Committee members. 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 Board.

ASWB Board of Directors

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

Board members may be asked by the president to represent the association at other professional social work conferences, 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 Regulation (CLEAR).

Occasionally, a Board member may be asked to attend a meeting of a member board.

Office of president

The office of president is a single term with a four-year commitment that involves serving one year as president-elect, two years as president, and one year as past president.

Skills, strengths, and experience

It is helpful for the individual who serves in the office of president to possess certain skills and experience to effectively lead the association. These may include but are not limited to the following:

- Familiarity with the ASWB governance process
- Jurisdictional board service experience
- Service on the ASWB Board of Directors
- Service on other nonprofit boards
- Awareness of policy development
- Attendance at an ASWB Annual Meeting of the Delegate Assembly
- Understanding of and experience in ASWB as an organization
- Understanding and experience in leadership roles
- Familiarity with *Robert's Rules of Order* and/or process of running a meeting

- Ability to work comfortably in a consensus model of decision making
- Knowledge of the ASWB programs (e.g., ACE, Examination Development, Registry, application processing, etc.)
- Knowledge and understanding of nonprofit financial practices
- Experience leading a meeting
- Public speaking

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, rule on parliamentary points, and maintain order. In addition to the time commitment outlined for the Board of Directors as a whole, the president will be required to have frequent communication with the CEO and respond to emails and phone calls as needs arise.

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

- In consultation with the CEO, setting the proposed agenda for all Board meetings
- 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 and Nominating Committee, with the exception of the position of president
- 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
- Heading up the committee of officers that evaluates the chief executive officer

Board liaison service

- Board members may be asked to serve as liaison to a 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.
- Most committee or task force meetings follow the schedule of a Friday arrival, Saturday meeting, and Sunday departure. The Exam Committee meets for two-and-a-half days up to four times a year.

President-Elect

This position is filled by the person chosen to be the next president in the beginning 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 is required to serve on the Finance Committee. The president-elect also may serve as a liaison to an additional committee and be appointed to the executive committee that evaluates the chief executive officer. The president-elect may move to the presidency a year in advance in the event the president is unable to serve.

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.

A president-elect and a past president never serve on the Board at the same time, since the president-elect assumes the final seat when elected, and the past president goes off the Board.

Secretary

The secretary serves a two-year term. The person in this position prepares minutes of all meetings before submission to the Board of Directors for approval. The secretary receives correspondence requesting special meetings and communicates the information to the president and conducts the roll call and the seating of delegates at meetings of the delegate assembly.

Skills, strengths, and experience

It is helpful for the individual who serves as the secretary to possess certain skills and experience to effectively serve on the Board of Directors. These may include but are not limited to the following:

- Familiarity with the ASWB governance process
- Jurisdictional board service experience
- Service on other nonprofit boards
- Awareness of policy development
- Attendance at an ASWB Annual Meeting of the Delegate Assembly
- Understanding of and experience in ASWB as an organization
- Understanding and experience in leadership roles
- Familiarity with *Robert's Rules of Order* and/or process of meeting management
- Ability to work comfortably in a consensus model of decision making
- Knowledge of the ASWB programs (e.g., ACE, Examination Development, Registry, application processing, etc.)
- Ability to understand nonprofit financial practices
- Keen attention to detail
- Public speaking

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.

Skills, strengths, and experience

It is helpful for the individual who serves as the treasurer to possess certain skills and experience to effectively serve on the Board of Directors. These may include but are not limited to the following:

- Familiarity with the ASWB governance process
- Jurisdictional board service experience
- Service on other nonprofit boards
- Awareness of policy development
- Attendance at an ASWB Annual Meeting of the Delegate Assembly
- Understanding of and experience in ASWB as an organization
- Understanding and experience in leadership roles
- Familiarity with *Robert's Rules of Order* and/or process of meeting management
- Knowledge of the ASWB programs (e.g., ACE, Examination Development, Registry, application processing, etc.)
- Ardent interest in the financial responsibilities of nonprofits
- Knowledge and understanding of nonprofit financial practices

- Understanding of investments and the steadiness to tolerate moderate risk in investment policies
- Public speaking

The Finance Committee advises the Board on issues related to the use of the association's assets to ensure 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.

Director at large

Directors at large serve two-year terms. The president may appoint directors to serve as committee liaisons. In this capacity, the director provides the Board's perspective to the committee and reports the committee's activity to the Board.

Skills, strengths, and experience

It is helpful for the individual who serves as director at large to possess certain skills and experience to effectively serve on the Board of Directors. These may include but are not limited to the following.

- Familiarity with the ASWB governance process
- Jurisdictional board service experience
- Service on other nonprofit boards
- Awareness of policy development
- Attendance at an ASWB Annual Meeting of the Delegate Assembly
- Understanding of and experience in ASWB as an organization
- Understanding and experience in leadership roles
- Familiarity with *Robert's Rules of Order* and/or process of meeting management
- Ability to work comfortably in a consensus model of decision making
- Knowledge of the ASWB programs (e.g., ACE, Examination Development, Registry, application processing, etc.)
- Ability to understand nonprofit financial practices

There are seven directors at large. Two at-large seats are reserved for public members and one is reserved for a member board administrator. The open seat may be filled by a licensed social worker, public member, or a member board administrator. The remaining three seats are filled by licensed social workers.