



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 Strategic Framework 2022–2023. You are the key to our success!

Melissa Ryder
Director of Volunteer Engagement & Outreach
mryder@aswb.org

Contents

General information	3
Letter of appointment.....	4
Confidentiality agreement	4
Contact information	4
ASWB volunteer structure.....	5
Elected positions.....	5
Board of Directors	5
Nominating Committee.....	5
Appointed committees	5
Ad hoc committees	6
Committee participation & expectations	7
Participation	7
Attendance.....	7
Document storage and communication.....	7
Meeting documentation	8
Role of committee staff, chairs, & Board liaisons.....	9
Committee staff	9
Committee chair.....	9
Board liaison	10
Meetings	11
Meeting etiquette.....	11
In-person meetings	11
Online meetings	12
Meeting Logistics	13
Meeting Notice.....	13
Travel	13
Itinerary.....	13
After the Meeting.....	14
Code of Conduct.....	14
Guidelines for media activity	14
Policy 7.6 highlights.....	15
Thank you!	16

General information

ASWB publishes information on [aswb.org](https://www.aswb.org) about the role of ASWB, our governance, and our committee structure.

- [ASWB Strategic Framework \(PDF\)](#)
- [Committee descriptions and time requirements](#)
- [Confidentiality agreement \(PDF\)](#)
- [Policy Manual Section III: Meetings and Travel \(PDF\)](#)
- [Request for reimbursement form \(PDF\)](#)
- [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. Please ensure you are able to participate in the meeting(s) outlined in the letter of appointment. If you are unable to participate, it is asked that you reconsider accepting the appointment as most of the committee work will take place during the meeting(s) outlined in the letter. 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.

ASWB volunteer structure

Elected positions

The following positions are elected by delegates at the Annual Meeting of the Delegate Assembly.

Board of Directors

Officers:

President
President-Elect or Past President
Secretary
Treasurer

Directors at Large:

Licensed Social Worker (3)
Member Board Administrator (1)
Public Member (2)
Open (1)

Nominating Committee

Five members elected to two-year terms.

Staff: Director of Volunteer Engagement & Outreach

Appointed committees

The following committees are appointed by the president with staff input and input and approval from the Board of Directors.

Bylaws and Resolutions

Liaison: Director at Large
Staff: Senior Director of Member Engagement and Regulatory Services

Diversity, Equity, Inclusion & Justice

Liaison: Director at Large
Staff: Communications staff

Examination

Liaison: President
Staff: Senior Director of Examination Services

Finance

Chair: Treasurer
Staff: Senior Director of Finance & Administration

Regulation and Standards

Liaison: Director at Large
Staff: Regulatory Support Services Program Manager

Regulatory Education and Leadership (REAL)

Liaison: Director at Large
Staff: Education staff and Meetings Program Manager

Ad hoc committees

The Board of Directors may appoint other ad hoc committees and task forces as necessary to carry out the work of the association.

Committee participation & 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 online, hybrid, and in-person meetings having read the materials distributed before the meeting and ready for the work ahead.

To remain in compliance with the confidentiality agreement signed by all volunteers, committee/task force members are expected to complete assignments without relying on outside resources. 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 please ask the ASWB staff person assigned to your committee if you have questions about using Basecamp.

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, & 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 online 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 what the committee worked on in the past that led to the current charge. Committee staff assist with the development of the committee report to the Board of Directors and the delegate assembly. If needed, committee staff help to create PowerPoints and presentation materials for use during the chair's presentation at the annual meeting.

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, prepare written reports including any recommendations from the Board for distribution to membership before the annual meeting, and customarily give verbal reports at the ASWB Annual Meeting of the Delegate Assembly.

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, Zoom meetings, activities, and workgroups. The frequency of online 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.

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.

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.

Online meetings

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

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 meeting, please:

- Begin on time and stay focused on meeting objectives.
- Introduce yourself when you connect to the conference.
- Use a headset and microphone, if possible, to reduce background noise
- Avoid side conversations and make sure only one person is speaking at a time.

Meeting Logistics

Meeting Notice

Approximately seven weeks before the in-person 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 of the meeting
- date, and time of the meeting
- instructions about making your travel arrangements or participating online.

Travel

Attendees are required to book all airline or rail reservations through the ASWB designated travel agency so that the cost is billed to ASWB. If an attendee is driving to the meeting instead of air or rail transportation, reimbursement shall be at the current U.S. federal government rate for mileage, up to the cost of the lowest round-trip airfare. Please be advised that rental car reservations must be approved by ASWB staff before booking. Automobile rental is reimbursable only if such expense is approximately equal to or less than public transportation charges for the entire travel period. All hotel arrangements are direct billed to ASWB as well. Committee members should not make their own hotel reservations unless specified otherwise in the meeting notice.

Itinerary

Approximately one to 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, and hotel confirmation numbers. Committee members are expected to arrange their own ground transportation to and from the airport. If other ground transportation arrangements have been made, they are reflected on the itinerary.

After the Meeting

Attendees are reimbursed for out-of-pocket expenses according to the ASWB Travel Policy. A link to the reimbursement form will be available on the itinerary and it is also available in the Get Involved section of the ASWB website. Following the meeting, committee members need to submit a request for reimbursement (including detailed receipts) 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](#).

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.

Code of Conduct

The Association is guided by and committed to living its corporate values. These core values are: Respect, Accountability, Integrity, Service, and Excellence, forming the acronym RAISE.

Consistent ethical behavior is expected of members of the Board of Directors, volunteers and committee and task force members, and consultants (collectively referred to as ASWB representatives). Such behavior includes protecting the validity of the social work licensing examinations and conducting any business and/or providing volunteer service on behalf of the Association by adhering to the principles of confidentiality and signed confidentiality statements. ASWB staff conduct is governed by ASWB Personnel Policies. Volunteers should familiarize themselves with policy 7.1. Code of Conduct. Volunteers who violate the code of conduct policy may be asked to resign from volunteer service with ASWB.

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 and may be contacted by media representatives seeking information about ASWB.

ASWB has developed Policy 7.6, Media Relations to assist individuals who may be approached by the media. The policy serves to protect you as well as to protect the reputation and brand of ASWB.

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 communications department is the designated point of contact for all media inquiries and may be reached 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. Policy 7.5, Social Media provides additional guidance.

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!