



## 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. You are the key to our success!

Melissa Ryder  
Director of Volunteer Engagement & Outreach  
[mryder@aswb.org](mailto:mryder@aswb.org)

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# 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)
- [Expectations for meeting conduct](#)
- [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 for one year. 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 and a confidentiality agreement 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. This agreement is sent to all committee and task force appointees with the committee appointment letters. Sign and return this form to ASWB 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](https://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 Charge

Each committee has a charge that frames the ongoing work of the committee and specific tasks for the year as determined by the ASWB Board of Directors. The committee charge guides the work of the committee with the goal of completion for the year by the ASWB Annual Meeting of the Delegate Assembly.

## **Committee Term**

Committee terms are for one year. Committee work begins after the online volunteer orientation session held in February and concludes prior to the ASWB Annual Meeting of the Delegate Assembly where the committee chair presents a report on the work completed by the committee for the year. Committee members may be reappointed to provide continuity at the discretion of the ASWB President.

# 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 approval from the Board of Directors.

### Bylaws and Resolutions

- Liaison: Director at Large
- Staff: Director of Public Relations & Communications Strategy

### Diversity, Equity, Inclusion & Justice

- Liaison: Director at Large
- Staff: Chief Executive Officer

### Examination

- Liaison: President
- Staff: Director of Examination Development

## **Finance**

- Chair: Treasurer
- Staff: Senior Director of Finance & Operations

## **Regulation and Standards**

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

## **Regulatory Education and Leadership (REAL)**

- Liaison: Director at Large
- Staff: Director of Education Programs, Director of Volunteer Engagement and Outreach, Meetings Program Manager

## **Regulatory Research**

- Liaison: Director at Large
- Staff: Senior Director of Member Engagement and Regulatory Services, Examination Services 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 will host an online volunteer orientation session each year. The date/time of this session will be included in the appointment letter but will take place shortly after committee appointments have been confirmed. All committee volunteers are expected to attend.

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. If you are unable to attend, please let the chair and committee staff person know as soon as possible.

## Meeting documentation

It is good practice to record a list of actions taken at each meeting and distribute it 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.

## **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.

# 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. 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 a verbal report on the committee work for the year 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.

The Finance Committee is an exception to this rule. According to the ASWB 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 Zoom meetings, activities, and workgroups. The frequency of online meetings 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 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. Committee members are expected to attend all in-person meetings, but there are some provisions for participating remotely if that is required. Expenses incurred for any required in-person committee meeting is covered by ASWB according to the ASWB travel policy.

## Leadership Weekend

Some committees may only meet in-person once at the ASWB Leadership Weekend. Held in August each year, leadership weekend brings together all ASWB volunteers. Most of the committees complete their work over this weekend so that preparation for the report to the Board of Directors and the delegate assembly can begin. In addition to the committee work, the weekend is designed to show appreciation for ASWB volunteers through special presentations, networking, and time to enjoy the area. Attendees are encouraged to stay for the weekend in its entirety.

## 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.](#)

## 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 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.

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.

## 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 billed directly 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 directly to ASWB, including meals that are not provided during the meeting, parking, ground transportation, and mileage. All receipts must accompany the [request for reimbursement form](#). Following your submission of the reimbursement form to ASWB, volunteers will be invited to Bill.com, the accounts payable processing platform used by ASWB. Instructions will be in the invitation email. Please reach out to [payables@aswb.org](mailto:payables@aswb.org) if you have questions.

## 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. Volunteers should also be familiar with [ASWB meeting expectations](#) that outline expected behaviors at meetings and instructions about reporting and responding to inappropriate behavior.

## 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](mailto: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.

## Concluding Committee Work

All committee members will receive a committee assessment at the conclusion of their work for the year. This is an important part of committee service because this feedback helps ASWB maintain efficient and effective committee work and positive volunteer experiences. The survey also gives volunteers the opportunity to communicate their desire to be reappointed or serve in a different capacity. Volunteers who wish to be considered for reappointment, but do not fill out the survey, will need to fill out a committee interest form.

# 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](mailto:mryder@aswb.org). We look forward to working with you this year and in the future!