

Job Descriptions, Qualifications and Responsibilities for SSWLHC Officers

President-Elect

The president-elect should have achieved substantial professional accomplishments in administration and social work in the health care field. Active involvement at the national level is a prerequisite. Prior Board service is preferred but not a requirement. He or she should be an articulate, well-organized, assertive person with drive to get things done and the ability to think conceptually and broadly. The president-elect must be a full member of the Society. The president-elect must be willing and able to make a three-year commitment to the Society to fulfill the duties of the offices of president-elect, president, and past president. He or she serves as a full member of the Board for three years and must have his or her administrators' approval to travel to a minimum of two meetings per year, the society's annual meeting, and a limited number of ad hoc meetings. It is the responsibility of the president-elect to consult with Fernley and Fernley, the Society's management firm, to develop the budget in relation to the program priorities of his/her upcoming presidential term of office. The president-elect should provide ongoing review of the current budget and raise financial considerations to the Board and members to aid them in understanding the financial implications of program decisions. The president-elect also serves as a member of the Society's Executive Committee. During the second year, when the president-elect succeeds to the office of president, he or she shall take on the official responsibilities and tasks usually assigned to this office. The office requires substantial ongoing commitment in time and energy. During the third year, the president succeeds to the office of past president. He or she will support the efforts of the president. The past president shall serve as the Chair of the Committee on Nominations and is a member of the society's Executive Committee. During this three-year term, the registration fee for the annual meeting and conference will be waived. Expenses for other required travel will be reimbursed by the Society according to the travel reimbursement policy and procedures of the Society.

Additional Responsibilities Include:

- Member of Executive Committee
- Board liaison to assigned membership region
- Monthly Board calls, attendance at two face-to-face board meetings
- Assist with development of the agenda for the face-to-face meeting
- Assist with development of the strategic plan for the next year
- Assist president in preparation of the annual meeting and conference, and assist with various assignments as needed for the conference
- Call and inform candidates that they have won the Society's elections
- Annual Meeting and Conference for the following year
- Choose conference chair and members of the conference planning committee
- Review previous year's evaluations and choose conference theme
- Participate on both the conference planning and corporate relations/vendors committees

- Work with Fernley and Fernley Conference Planner and conference chair regarding timeline for the prospectus and brochure
- Submit a call for abstracts, assist conference chair and planning committee with the selection of abstracts, keynote, closing speaker or plenary session
- Review the hotel arrangements with the Conference Planner and monitor room reservations
- Monitor conference budget: income and expense
- Appoint award committee chair and submit a Call for Awards Nomination to the membership
- Attend Annual Meeting and Conference as President-Elect
- Attendance at the following functions:
 - Chapter President's meeting
 - Membership meeting
 - All receptions
 - New member orientation
 - Staff booths such as Products and Publications, as well as other assignments made by the President or conference chairs

Board of Directors, Member-At-Large

The Board of Directors is comprised of six members. Three members rotate off at the end of each fiscal year and three newly elected members join in July at the beginning of the next fiscal year. A member-at-large of the Board of Directors should be a good organizer and able to get things done. He or she should have substantial experience in the health care field and be active in the Society to be familiar with the demands of the office. A Board member-at-large must be a full member of the society. A Board member-at-large must be willing and able to serve a term of two full years and must be able to attend two face-to-face Board meetings per year. Duties of the Board of Directors include developing, interpreting, implementing, and communicating the mission, constituency, bylaws, purposes, policies, long-range plans, and objectives of the Society; establishing rules and procedures for the Board of Directors, the Society, and all work groups; identifying and developing institutional guidelines and public policy efforts; using all appropriate channels for promulgating standards for the delivery of social work services in health care settings; establishing work groups and task forces; reviewing and evaluating the leadership, mission and relevance of existing workgroups and task forces at least annually. Assists in the planning, designing and management of the strategic initiatives of the Society by:

- Attendance at all face-to-face Board meetings, including the review of all materials sent in preparation for Board meetings (location to be determined), except in case of emergencies
- Participate in a minimum of 75% of monthly board conference calls, including the review of all materials sent in preparation for the conference calls
- Attend the Annual Meeting and Conference and is responsible for the following functions and assignments:

- Chapter President's Meeting
- Membership meeting
- All receptions
- New member orientation
- Staffing tables/booths and other assignments as determined by the president.
- Provides liaison activities to at least one work group, including but not limited to:
 - Assistance with identifying potential members for the work group;
 - Assisting the chair person with work group activities
 - Providing reports of work group activities to the board
- Provides liaison services to a prescribed membership region
- Solicit input from chapters on issues with national impact or concern.
- Provides assistance with membership activities related to recruitment and retention, including recruitment of two members per year per board member.
- Responds to requests from Fernley and Fernley to answer questions received from members in assigned region or based on individual expertise.
- Provides updates to the board of observations of issues of national concern for the Society.
- Assists with all other activities of the board as requested or assigned.

Member, Committee on Nominations

The committee is comprised of eight members serving two-year terms. Four members rotate off at the end of each fiscal year and four newly elected members join in July at the beginning of the next fiscal year. This process was established to best assure continuity in succession planning from year to year. The chair of the committee, according to the Society by-laws, is the immediate past president. A member of the Committee on Nominations should have substantial experience in the health care field and/or be active in the society in order to know the membership. Geographic distribution, racial and cultural diversity, as well as health care setting, is very important on this committee. As stated in the bylaws, no member of the committee can be nominated for office while he or she is serving on the Committee on Nominations. A committee member must be a full member of the society. A member of the Committee on Nominations should be willing and able to devote the time necessary to accomplish the goals of the committee. This committee does not meet in person but participates in several conference calls.