



North American Association of Christians in Social Work  
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## **NACSW Board members Onboarding Manual**

Drafted by NACSW Program Oversight Members: Brittany Orians, Regina Trammel, Sonia Medina Pranger, Telvis Rich, Linda Darell, (SWC Journal Editor-Jane Hoyt-Oliver).

Each new board member will be on-boarded by the Vice President of the Board, and mentored by a board member.

### **Programs contained within NACSW:**

Yearly Convention- location determined by board

Social Work and Christianity Journal-led by Jane Hoyt Oliver and assisted by 4 associate editors

Continuing Education Program

Podcasts-audio stream of topics accessed through nacsw.org website

Publications-books for adoption

Reflective Structured Dialogues-At Convention

Community Conversations-At Convention

Social Media:

- Facebook:
  - NACSW Business page
  - Facebook Group: NACSW-California-450 members
  - Facebook Group: NACSW Northeast Tennessee Chapter - 48 members
  - Facebook Group: NACSW-NYC - 111 members
- NACSW LinkedIn
- NACSW Instagram
- NACSW Twitter - @christiansinswk

**Staff:** NACSW employs one Executive Director and staff that report to the E.D.

NACSW staff members contacts:

- Lucky Collins; [luck@nacsw.org](mailto:luck@nacsw.org); functions as office manager at the NACSW headquarters at Trinity Christian College.
- Jen Ayles; [jen@nacsw.org](mailto:jen@nacsw.org); does data entry in NACSW's database and accounting software; coordination information received from NACSW's website
- Annette Wolson; [annette@nacsw.org](mailto:annette@nacsw.org); also monitors [convention@nacsw.org](mailto:convention@nacsw.org); assists with convention planning and promotion
- Becky Carlson; [rebecca@nacsw.org](mailto:rebecca@nacsw.org); also monitors [bookstore@nacsw.org](mailto:bookstore@nacsw.org); addresses book orders and cashes checks

- Jane Hoyt-Oliver, [jhoytoliver617@gmail.com](mailto:jhoytoliver617@gmail.com) Social Work and Christianity Editor in Chief  
<https://swc.nacsw.org/index.php/SWC/index>.

## **BOARD MEMBER DESCRIPTION & DUTIES**

### **PURPOSE:**

The Board of Directors serves as the governing body of the organization acting as informed agents on behalf of the membership and is charged with monitoring its performance/accomplishment of organizational goals, ensuring its financial well-being, complying with laws and regulations, protecting its mission and upholding the public trust.

### **ELIGIBILITY:**

To be eligible for board service, an individual must be a current member of NACSW, be elected by the NACSW membership according to [NACSW's bylaws](#). This is a three-year term position, with a maximum of two-terms (6 years total).

### **DUTIES:**

1. Direct and give direction to the organization through the development and monitoring of written goals and policies with a focus on broad organizational ends and outcomes.
2. Is aware of and sensitive to the needs and interests of the general membership of NACSW so as to be able to fully and faithfully represent them and be accountable to them for Board decisions and actions
3. Faithfully attend regular board meetings.
4. Become and remain knowledgeable about the organization's history, present. operation and staffing, plans for the future, needs and challenges.
5. Be familiar with and periodically review the mission statement, making revisions as appropriate.
6. Read, understand and help enforce the provisions of the bylaws, as well as review and make recommendations to the membership for bylaws revisions as appropriate.
7. Learn the basics of board and organizational policies and help enforce them.
8. Board members are expected to contribute and/or raise substantive funds each year for NACSW.
9. Board members will contribute no less than 2-5 hours per month as volunteers for NACSW as requested by the executive director.
10. Participate in fundraising activities.
11. Listen attentively at board and committee meetings and ask thoughtful questions as appropriate.
12. Make well-reasoned and impartial decisions concerning agency business.
13. Review and respond to regular organizational financial reports.
14. Represent and speak on behalf of the agency as appropriate.
15. Board members will participate in training in emerging issues (e.g., Diversity, Equity, and Justice)
16. Board members who have served on the board at least one-year will mentor a new board member

17. Oversee the activities of NACSW's executive director and provide guidance to the executive director to ensure activities are within the best interest of the organization.
18. Will be involved in the hiring process for the executive director position with NACSW including review of the executive director job description, formulation of the search committee, and voting on candidate(s) that the ad-hoc search committee presents to the board for hire.

### **STUDENT BOARD MEMBERS (1 BSW & 1 Graduate-level representative):**

#### **Eligibility:**

The President of the Board will appoint up to two BSW/MSW students or new professionals to the Board of Directors for two-year terms.

#### **Responsibilities:**

1. Faithfully attend regular board meetings in-person or virtually
2. Attend and participate in the Emerging Leaders Committee as a key strategic partner
3. Engage with fundraising with other board member's support

### **Board Executive Committee Description & Duties**

#### **BOARD PRESIDENT POSITION DESCRIPTION**

##### **Function**

- To assure that the Board of Directors works to fulfill their responsibilities for the governance of the NACSW.
- Be a partner with the Executive Director, helping them to achieve the mission of NACSW.
- Optimize the relationship between the board and management

##### **Responsibilities**

1. Supervises the Executive Director through the outcomes agreed on by the Board of Directors
2. Presides at board, executive committee, and annual meetings. See that it functions effectively, interacts with management optimally, and fulfills all of its duties.
3. The President has ultimate responsibility for setting the agenda for Board and executive committee meetings, and ensures that adequate opportunity for input from the executive director and board members is given.
4. Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable.
5. Insures board's participation in regular organizational strategic planning
6. Appoints the members and chairpersons of committees, using consultation from the Board and Executive Director

7. Schedules regular phone or in-person meetings with the Executive Director to discuss association business and board/staff issues and concerns.
8. Formally evaluates the performance of the Executive Director with structured input from the Board of Directors
9. Evaluates annually, with the Board and Executive Director, the performance of the organization in achieving its mission.
10. Signs contracts, loan documents, and other legally binding documents.

### **VICE PRESIDENT POSITION DESCRIPTION**

#### Function

#### Responsibilities

1. Is a member of the Board
2. Performs President responsibilities when the President cannot be available (see President Job Description)
3. Reports to the Board's President and the Board of Directors
4. Works closely with the President and other staff
5. Chairs the Board's Nominations and Leadership committee, and shepherds the Board nomination process.
6. Participates closely with the President to develop and implement officer transition plans.
7. Performs other responsibilities as assigned by the Board.
8. Will orient new board members (e.g. provide on-boarding handbook, review by-laws and duties/responsibilities of new members)

### **BOARD SECRETARY POSITION DESCRIPTION**

#### Responsibilities

1. Is a member of the Board
2. Takes, prepares, and distributes the minutes of all meetings of the board and executive committee and the annual meeting.
3. Ensures legal filing with state and local government are current
4. Reviews policies and bylaws and presents recommendations for amendment.

### **BOARD TREASURER POSITION DESCRIPTION**

#### Responsibilities

1. Is a member of the Board
2. Oversees finances and fiscal records of the organization
3. Presents annual budget to the board for members' approval
4. Ensures development and board review of financial policies and procedures
5. Renders regular financial reports to the Board.

## **BOARD COMMITTEE DESCRIPTIONS**

### **Program Oversight Committee**

The purpose of the Program Oversight Committee includes review and assessment of the effectiveness and cost efficiency of NACSW's programs and services. The Secretary serves as a member of this subcommittee. This Committee works with staff to accomplish the following:

1. Define outcomes (tangible, short- and long-term benefits for members) of selected NACSW programs and evaluate the value these programs add to NACSW membership, including making recommendations for discontinuation of programs not currently serving NACSW well.(effectively).
2. Scan literature describing model programs and services provided by similar associations with a particular eye on identifying programs and services that are generating significant amounts of non-dues income; b) use information generated by this scanning process to periodically conduct surveys and focus groups of the membership and other interested groups to obtain feedback regarding the types of content and programs desired by current and future NACSW membership.
3. The program oversight committee will review the handbook annually and submit revisions, additions etc. to the board for a vote.

### **Board Policy and Personnel Committee**

The purpose of the Policy and Personnel subcommittee is the following

1. Review existing or newly proposed NACSW policies and procedures to the Board, as well as recommend changes to these policies.
2. Make suggestions for new policies and procedures needed by NACSW
3. Monitor issues related to NACSW personnel matters.

### **Board Nominations and Leadership Committee**

The purpose of the Board Nominations and Leadership committee is to monitor and assist, as needed, with board membership development. Since the Vice President coordinates board nominations, s/he will automatically serve on this committee (though not necessarily as chair). The Board Leadership/Development subcommittee meets at least one time between each semi-annual face-to-face Board meeting, via teleconference, and/or as needed. This subcommittee performs the following:

1. Provide suggestions for the board member selection process.
2. Provide guidance for enhancing the growth and leadership development of current board members via recommendations for on-going Board training.
3. Work to ensure that the board includes diverse representation (i.e., denominational, ethnic, gender, professional background).

4. Develop and implement a process of identifying and nominating new board members and officers that ensures adequate representation of needed expertise and skills sets.
5. Nominate appropriate non-board members for participation on the board subcommittee (if needed).
6. Ensure that the board member selection process is consistent with NACSW mission and policies/procedures.

### **Fundraising and Finance Committee**

The purpose of the Finance/Fund Development Committee is to a) support both general association as well as specific Board-driven fundraising and development; b) assist the Treasurer in monitoring NACSW's financial situation, including careful review of association budget proposals, financial statements and accountant's reviews. The Treasurer serves as a member of the Finance/Fund Development subcommittee. This Committee performs the following:

1. Review NACSW annual fundraising activities as well as plan and implement an annual Board-driven fundraising activity or event.
2. Develop and coordinate capacity building fund raising resources/training for the Board.
3. Carefully review the association annual budget proposal, as well as quarterly financial statements and the accountant's annual review; make recommendations as needed.
4. Explore current best practice fundraising trends and opportunities.
5. Evaluate effectiveness of fund-raising strategies.

### **Diversity Committee**

Diversity is the intentional inclusion of people of varying race's, ethnicities, religious persuasion, abilities, cultures and sexual orientation. Inclusion of diversity is quite simply inviting, listening to and welcoming the voices of people different than ourselves. The Diversity committee has as a core value the inclusion of differing voices, through active recruitment and intentional inclusion of diverse racial, ethnic, cultural and faith perspectives.

As a Christian Social Work organization, the Diversity Committee will work towards more diversity, and inclusion as a way to embrace the other and to support the concept of a unified body of believers.

### **Emerging Leaders Committee**

Assuring the future of a strong social work profession has always been a part of the vision of the NACSW. However, in the last several years, this focus has received more attention with the encroaching retirement of social workers in executive-level positions and the rising concern about who will fill their shoes. As a result, the NACSW is making a commitment to recognize new professional social workers who exhibit leadership through making substantive contributions to the profession.

The critical importance of this committee extends beyond the recognition of the truly impressive achievements of a given year's honorees; it also serves as a call to action to cultivate even more leaders and to encourage their continued support. It is our hope that other new professionals will be inspired to nurture their own leadership qualities. It is our hope that schools of social work will expand their focus on leadership development within their curriculums. It is our hope that institutions will dedicate energy and resources to the nurturing of leaders, will implement the innovative ideas of these leaders to enhance social work practice, and will collaborate with these exceptionally talented professionals to create positive change in the system of human services.

Our ability to take such steps as a profession will not only permit social workers to continue to demonstrate the effectiveness of the services we provide, but it will also allow us to exert influence in the program development, policy, and political arenas and to attract resources so that these services are preserved. In addition, such commitment to leaders and leadership will solidify the profession's capacity to command a strong presence on the stage of human services in the NACSW and worldwide and to help the public see social workers as experts in matters of social and human conditions across the nation.

This committee will:

- Develop new Christian social work leaders through various activities and recognitions throughout the year.
- Give students and young leaders (10 years and less in the profession) time to collaborate at our conference and in various virtual meetings.
- Give students the opportunity to develop activities at our annual conference.

### **Purpose of Bi-Annual Board Meetings**

**Purpose:**

Board members are the decision-making body of NACSW, in partnership with the Executive Director. The board's direction and actions provide the structure and process for NACSW for the future.

The board therefore:

1. Follows Robert's Rules of Order
2. Reviews the Executive Director Report prior to board meetings and discuss its contents

3. Reviews and approve the Budget report
4. Convenes in assigned committees at board meetings
5. Discusses strategic planning initiatives in each meeting centered around current issues and needs
6. Makes phone calls to members for fundraising
7. Gathers online throughout the year to continue working on initiatives