

Open Positions for the Board of Directors

Table of Contents:

Nomination Form.....	1
President-Elect Position and Responsibilities.....	2
Treasurer Position and Responsibilities.....	3
Conference Chair Position and Responsibilities.....	4
Board Member-At-Large Position and Responsibilities.....	5
Student Board Member Position and Responsibilities.....	6

[APPLY OR NOMINATE](#)

[SOCIETY FOR SOCIAL WORK LEADERSHIP IN HEALTHCARE](#)

Now is your opportunity to become more involved on the national level and expand your leadership skills by volunteering or recommending someone for the positions of:

- President-Elect (1-year term)
- Treasurer (3-year term)
- Conference Chair (2-year term)
- Board Member At-Large (3-year term)
- Student Board Member (1-year term)

Note: Nominees must be a current member of SSWLHC. Please verify with your nominee their membership status before submitting.

To make a nomination or apply for a position on the board, please complete the form below and send to SSWLHC Account Manager Kyle Fernley kfernle@fernley.com. Include “nominations” in the subject area of the e-mail.

To apply for a position on the board, please send a complete nomination form (below) along with the following documents to SSWLHC Account Manager Kyle Fernley kfernle@fernley.com. Include “nominations” in the subject area of the e-mail.

1. Nominee’s CV (resume)
2. Short biographical sketch (limited to 120 words). *The biographical sketch should highlight the following areas: Education, Extracurricular activities, Industry Activities, Other Professional Activities, Pressing issues in healthcare.*
3. Position Statement. *Please note that the position statement should be limited to 40 words or less and address the issues you believe to be pertinent to the position. Please submit the material in Microsoft Word.*

Name of Nominee: _____

E-mail address of Nominee: _____

Position Being Nominated For (check one):

- President-Elect Treasurer Conference Chair
 Board Member At-Large Student Board Member

Is this a self-nomination: Yes No

If No, Name of Nominator: _____

E-mail Address: _____

Has the nominee agreed to this nomination? Yes No

PRESIDENT ELECT

Board:

- Member of Executive Committee

Elections:

- Call and inform candidates that they have won the Society's elections

Annual Meeting:

- Assist president in preparation of the annual meeting and conference, and assist with various assignments as needed for the conference

Attendance at the following functions:

- Membership meeting
- All receptions
- New member orientation

Meetings:

- Monthly Board calls, attendance at two face-to-face board meetings
- Assist with development of the agenda for the face-to-face meetings
- Assist with development of the strategic plan for the next year

TREASURER

Financial Responsibilities:

- Work with the account manager to create a budget for each fiscal year
- Follow-up for budget outcomes with Executive Committee and Fernley and Fernley
- Report the monthly financials on the monthly board calls
- Review with account manager the financials and the overheads for the Annual Membership Meeting prior to the conference.

CONFERENCE CHAIR

The Responsibilities of the Conference Chair:

- Choose conference co-chair and champions 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 Account Manager 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 Account Manager and monitor room reservations
- Monitor conference budget: income and expense
- Work with awards committee chair and coordinate timeline with Meeting Planner
- Collaborate with conference chair and Meeting Planner to plan timing of opening, awards, and overall management and flow of the conference
- Review events menu and the related costs with Meeting Planner.
- Assure timely distribution of the prospectus and the brochure
- Provide Board members with schedule of events they are required to attend.
- Review Annual Membership Meeting agenda with Board prior to the meeting and assure that each liaison knows who will speak for the workgroup.
- Review material with conference chair and Meeting Planner: Pre-conference intensive programs and needs; discuss need for ribbons, awards, gifts for departing Board members, gavel for new president elect, plan timed agenda for the opening session and Annual Membership Meeting.

BOARD MEMBER-AT-LARGE

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

Attends and fully participates in the Annual Meeting and Conference and in the following functions and assignments:

- Membership meeting
- All receptions
- New member orientation
- And accepts assignments made by the President or Program Chairs

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 chairperson with work group activities
- Providing reports of work group activities to the board.
- Participate in conference calls/meetings.

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.

STUDENT BOARD MEMBER

Benefits:

- Paid travel and lodging expense for annual conference (October 18 – 20, 2020)
- Paid membership into the society for 1 year **(board term lasts from July 1, 2020 – June 30, 2021)**
- Paid registration to the Annual conference
- Opportunities to enhance social justice addressing race, gender, Social determinants of health, etc. as a part of our values
- Develop leadership skills
- Networking with national and international social work experts
- Enhance your resume
- Ability to register at the student member rate for one year after board term expiration

Responsibilities include, but are not limited to:

- Working closely with the Board of Directors; assisting in planning and implementation of conferences and special events
- Serve on the Annual Meeting and Conference Committee; and attend the Annual Meeting and Conference
- Engage in opportunities to promote SSWLHC membership and engagement at your school of social work
- Help formulate new and innovative ideas that will help engage future healthcare leaders, policy and community relations; and contribute to growth of the society
- Board Liaison for the Student/New Professionals Committee (time requirement of approximately 1 hour per month)

Requirements:

- Applicants need to be in the last year of their MSW program.