

## **NASW Oregon Chapter Policies and Procedures for Affiliated Volunteer Groups**

1. All volunteer groups wishing to be affiliated with NASW Oregon Chapter as a Committee, Council, District, Taskforce, or Peer Group/Network requires approval from the Board of Directors.
2. All activities of affiliated volunteer groups shall be consistent with the Association's purpose, policies, procedures and bylaws.
3. All members of affiliated volunteer groups must be NASW members in good standing.
4. All affiliated volunteer groups approved are accountable to the Board of Directors and hereby agree to the following policies and procedures.

### Committees

Committees of NASW Oregon Chapter are recognized as standing committees of the board conducting Chapter business in the areas of governance, policy, programs/services and revenue. The following are recognized as official NASW Oregon Chapter Committees:

- Continuing Education
- Ethics
- Events & Conference Planning
- Executive
- Finance
- Legislative
- Membership
- Nominations
- Social Workers Political Action Committee (SWPAC)

Committees are held accountable to the following policies and procedures:

- Committees are staffed by the Executive Director or by other Chapter staff as assigned by the Executive Director.
- Committees are eligible for funds from the annual operating budget to support their activities, with the exception of SWPAC.
- All Committee Chairs are appointed by the Chapter President, and are listed on the Chapter Leadership roster.
- Committees shall maintain no less than three active members, excluding Chapter staff.
- Committees are required to meet regularly, take minutes, and provide a copy of the minutes to the Executive Director and Chapter President.
- Committees are required to provide quarterly reports to the Board of Directors, either in writing or in person.

## Councils

Councils of NASW Oregon Chapter are recognized as member-initiated groups based on a practice specialty, social issue, or other area of interest, that wish to meet regularly to plan organized activities, programs or services on behalf of NASW Oregon Chapter.

Councils are held accountable to the following policies and procedures:

- All Council Chairs are approved by the Chapter President, and are listed on the Chapter Leadership roster if they meet the requirements of an active Council.
- In order to be classified as active, Councils must maintain no less than three active members, meet at least quarterly, take minutes, and provide a copy of the minutes to the Executive Director and Chapter President.
- Active Councils are required to provide quarterly reports to the Board of Directors, either in writing or in person.
- Councils are not staffed by the Executive Director or by other Chapter staff.
- Active Councils may request funds to support their activities from the annual operating budget in the form of a proposal to the Executive Director. Proposals will be reviewed and approved by the Finance Committee based on funding availability and whether or not the proposed activities are a priority of the Chapter.
- Active Councils are eligible to establish a designated fund in the Chapter budget by engaging activities that generate revenue. The Chapter maintains 20% of all revenue generated by Councils to cover administrative and bookkeeping costs.
- Once classified as inactive, the Board of Directors may disband a Council. Councils who wish to revert to active status must submit a request to the Board of Directors.
- If a Council is inactive for at least one year, any designated funds will be released to the general fund.

## Districts

Councils of NASW Oregon Chapter are recognized as member-initiated groups based on a geographic area that wish to meet regularly to plan organized activities, programs or services on behalf of NASW Oregon Chapter.

Districts are held accountable to the following policies and procedures:

- All District Chairs are approved by the Chapter President, and are listed on the Chapter Leadership roster if they meet the requirements of an active District.
- In order to be classified as active, Districts must either meet regularly and/or plan activities in their areas at least once per fiscal year.
- New Districts planning an initial event or activity may request seed funds from the annual operating budget in the form of a proposal to the Executive Director. Proposals will be reviewed and approved by the Finance Committee based on funding availability and whether or not the proposed activities are a priority of the Chapter.
- Active Districts are eligible to establish a designated fund in the Chapter budget by engaging activities that generate revenue. The Chapter maintains 20% of all revenue generated by Districts to cover administrative and bookkeeping costs.
- Once classified as inactive, the Board of Directors may disband a District. Districts who wish to revert to active status must submit a request to the Board of Directors.
- If a District is inactive for at least one year, any designated funds will be released to the general fund.

### Taskforces

Taskforces of NASW Oregon Chapter are recognized as time-limited groups carrying out business on behalf of the Board of Directors in the areas of governance, policy, programs/services and revenue.

Taskforces are initiated, approved and disbanded by the Board of Directors, whose members are appointed by the Chapter President. Should the taskforce expand into an indefinite group, it will be determined by the Board of Directors if the taskforce should be reclassified as a standing Committee or active Council of NASW Oregon Chapter and thereby held accountable to the policies as written above.

### Peer Groups/Networks

Peer Groups/Networks are defined as member-initiated groups based on a practice specialty, social issue, or other area of interest, that wish to meet regularly for the sole purpose of networking but do not wish to plan organized activities, programs or services on behalf of NASW Oregon Chapter.

Peer Groups/Networks are eligible for using the Chapter office for meeting space as well as free advertising on the Chapter website, newsletters and/or monthly e-news.

Peer Groups/Networks may not conduct business on behalf of NASW Oregon Chapter outside of networking activities. Should a Peer Group/Network want to expand their purpose to plan organized activities, programs or services on behalf of NASW Oregon Chapter, a request must be presented to the Board of Directors to be reclassified as an active Council of NASW Oregon Chapter and are thereby held accountable to the policies as written above.