

Board Roles & Responsibilities

The Irish Association of Social Workers

Chairperson

- Chair meetings of the Board of Directors, Council and the Association's AGM.
- Set agenda in advance of board meetings in consultation with the Secretary
- Ensure that probity of the Association is maintained and that all actions and decisions taken are not in conflict with the stated aims and purposes of the Association
- In consultation and collaboration with the Board of Directors shall ensure that all agreed decisions are implemented.
- In consultation and collaboration with the Board of Directors take the lead role in the line management of employees of the Association.
- In consultation and collaboration with the Board shall ensure that all the required human resource policies and procedures are followed with regard to paid employees.
- To be the figurehead for the Association with regard to meetings with Government Ministers, senior management within the HSE and other national organisations.
- In consultation and collaboration with the Treasurer, shall ensure proper financial governance of the Association's funds, financial records and ensure that the Association accounts are audited as required by legislation.

In conjunction with the Vice Chair

- Assist the Vice-Chair with improving the over-all Governance of the Board
- Assist the Vice-Chair in creating a professional and pro-active Board
- Manage & run effective Board meetings
- Review the benefits and incentives of joining the board
- Project manage the implementation of the Strategic Plan
- Develop and implement a Business Plan
- Develop a Board Recruitment / Succession Planning Strategy
- Co-ordinate a Board Skills Matrix
- Set up a meeting with BoardMatch
- Develop a mentoring program
- Assist Office Manager with the development of a Board Induction Pack: Brief History of IASW, Organisation Chart, Legal Responsibilities of Company Directors & Secretary, etc.
- Assist Office Manager with the development of a Board Induction Training Program

Vice Chair

- To substitute for the Chair when so required, as requested by the Chair or Board, taking on the role and responsibilities as above in 4:1.
- The Vice Chair shall assist the Chair in his/her duties as required.

In conjunction with the Vice Chair

- Assist the Chair with improving the over-all Governance of the Board
- Assist the Chair in creating a professional and pro-active Board
- Manage & run effective Board meetings
- Review the benefits and incentives of joining the board
- Project manage the implementation of the Strategic Plan

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Company Secretary

- In consultation with the Chair agree and circulate the agenda for Board and all relevant committee meetings – completed by the Office Manager
- Ensure effective communication with members occurs.
- Check minutes with chair and circulate
- Update membership records – done by the Office Manager
- Act as Company Secretary – paperwork completed by the Office Manager

4:4 **The Office Manager** (in consultation with the Hon secretary) shall:

- Respond to correspondence
- Make arrangements for meetings
- Take minutes, recording decisions clearly.

Treasurer

As per the IASW Rules and Bye Laws it is the role of the Treasurer to:

- Oversee drawing up of budgets and accounts
- Present financial reports to the Board and at the Association's AGM
- Alert the Board to any financial irregularities, current account cash flow problems
- Ensure accounting procedures and controls are in place for the Association, including special interest groups as appropriate.
- Advise paid staff or volunteers of the Association regarding financial matters.
- Advise on financial implications of new projects
- Ensure that insurance policies are up to date and adequate cover is obtained.

Additionally and as per the IASW Rules and Bye Laws, the Chair and Treasurer must ensure:

- Proper financial governance of IASW's funds
- Proper financial records
- Auditing of accounts as require by legislation

Under Principle 2.2 of the IASW Governance Code, it refers to ensuring appropriate internal financial and management controls, which has implications on the role of the Treasurer.

- A. The methods of compliance for meeting this principle includes:
- B. Monitor income and expenditure against budget and cash-flow each quarter or more.
- C. Produce yearly accounts (audited or independently examined as appropriate) and sign off on these.

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- D. Agree and put in place appropriate financial management procedures, systems and controls to include all expenditure being passed by treasurer and chair, bigger expenditure (over €400) being passed by the Board and regular meetings between chair and treasurer.

In practice the Chair and Treasurer:

- 1) Monitor transactions on the Association's current account (and soon credit card)
 - 2) Co-authorise all banking payments
 - 3) Review and decide on SIG funding applications
 - 4) Liaise with Office Manager who undertakes day-to day accounting and with auditor who conducts annual review and prepares the annual accounts
 - 5) Meet to review and plan in relation to other matters / activities as they arise which will impact on the Association financial position
- In conjunction with the Membership Officer; carry out a risk assessment on the financial stability of IASW, if m/ship numbers were to decrease, if CORU fees increased, etc.? How many members does IASW need to stay afloat?
 - Conduct a feasibility study to assess if IASW can fund and/or secure funding for the positions of CEO and a part-time Administrator

International Committee & Ireland 2018

- Attend the International Committee Meetings
- Act as the liaison between the Board & the International Committee
- Present a monthly report on the activities of the International Committee incl. Ireland 2018
- Look at clearly defining the role of the International Committee, their decision making processes, application process to join the committee, terms of reference, etc.
- Look at the process and application for attending IFSW events

Membership Officer

- Develop a membership strategy designed to enhance opportunities to attract new membership and retain existing membership over the course of Board term
- Provide considered opinion to the board on membership implications of Association activities
- Advise Board on how Association can enhance the membership experience.
- In conjunction with the Board, Office Manager and CPD officer, continually review and update IASW promotional material, website, etc. with view to promoting the role of the Association in supporting the profession and our members
- In conjunction with the Board, Office Manager and CPD officer, continually review and update IASW promotional material, website, etc. with view to promoting the benefits of IASW membership for social workers
- In consultation with office manager, review membership rates and trends each quarter and provide a considered report to the board on these matters
- Collaborate with the council liaison officer in terms of leveraging the role of the SIGs to promote Association membership
- Approve new memberships when alerted by the Office Manager

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- 1) Survey / Focus Group meet with non-members and/or former members of IASW to establish they aren't or are no longer members of IASW
- 2) In conjunction with the Treasurer; carry out a risk assessment on the financial stability of IASW, if m/ship numbers were to decrease, if CORU fees increased, etc.? How many members does IASW need to stay afloat?
- 3) Review services provided by IASW; what do we enhance and what do we cut?
- 4) Break down the IASW membership categories into different 'needs' groups and establish the support services / membership benefits required by the members in each category
- 5) Establish and maintain relationship with students and the heads of universities

Council Liaison

- Act the liaison between Board & Council and vice versa
- Provide support to the Council members
- Attend one SIG / Associate Group Meeting each calendar year
- Host Induction / Orientation sessions for new Council Reps
- Keep the office updated on contact details for the SIG committee members and SIG meeting dates/locations/times
- Ensure the Council reps are providing the office with a written report for each Council meeting and for inclusion in the Annual Report
- Re-establish the Children & Families SIG
- Assist SIG's that are struggling!
- Review the benefits of joining a SIG / Associate Group
- Act as the contact for *Rep's on External Committees*
 - Map the external environment
 - How do we expand our influence?
 - Develop role and responsibilities for external reps i.e. being clear when taking on the role, reporting to IASW, are the rep's 'on message' etc.

Conference Organising Committee

- Attend the organising committee meetings
- With other members of the Committee & CPD Officer, to be responsible for arranging and delivering the Annual Conference

Social Work Awards Organising Committee

- Attend the organising committee meetings
- With other members of the Committee, to be responsible for arranging and delivering the Social Work Awards

Communications / PR / Social Media

- Drafting articles, blog posts, promotional materials and press releases
- Social media management (Facebook, Twitter)
- Assist in internal communications

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CPD Committee

- Evaluate CPD events to determine if suitable for IASW accreditation
- Play an active role in the Professional Development Committee providing support to CPD Officer in monitoring CPD requirements and for the process of statutory registration
- Play a role in the updating of the associations CPD strategy/policy.
- Work closely with the Professional Development Coordinator

Journal Committee

The Social Work Journal will have a committee of up to five people, including the Editor, who has overall editorial responsibility.

The purpose of the committee is:

- Assist the editor in reviewing all articles submitted. This can be achieved by all articles being reviewed by a minimum of two committee members, one being the editor. The committee members will record and forward their comments to the editor who agrees the decision on what feedback to communicate to each author.
- As a general rule of thumb articles should be assigned to readers according to their area of practice/ interest
- The committee can also act as a support in identifying and encouraging colleagues within their work places/SIG's to submit articles to the Journal
- The committee will also allow members to develop editorial skills, with the possibility of a future Social Work Journal Editor coming from this pool.
- The committee can invite someone to be a guest editor though the editor still retains editorial responsibility for the guest editor issue

While the editorial committee is not a Special Interest Group (SIG), the 'IASW rules and bye-laws' will also apply for this committee

Committee membership

- Minimum of one IASW Board member on the committee (Board member to Chair Committee)
 - Minimum of one academic member on the committee
- Other representatives from among the various social work settings
- Practitioner Researcher Group

Term of office editor and Journal committee members

- Membership limited to 3 years with opportunity of one term renewal
- The first committee should be staggered in stepping down to ensure continuity with at least one person stepping down every year after the first 3 years.

Process for nomination to the Journal Committee

Any member of the IASW can apply to join the Journal Committee. Those interested in becoming a member of the committee should submit their names to the Board of IASW, who will agree names as vacancies arise.

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Commitment

It is envisaged that work of the committee will be done through emails, tele-conferencing and face to face meetings. Face to face meetings may be bi-monthly, mileage and train fares expenses are met by IASW. All meetings will have recorded minutes, with members rotating minute taking and this will act as a basis for reporting to the IASW Board/Council

CORU Liaison

- Attend the annual IASW & CORU meeting
- Keep up-to-date on the social work registration process
- With the Chairperson & Membership Officer be responsible for assisting the Office Manager with registration and FTP issues.