

NASW Montana Regional Representative Role Description

In an overall sense, NASW Montana's Regional Representatives role is an essential link to your region's members. Past and present Regional Representatives help members connect with one another by inviting their region's members to regular quarterly or monthly continuing education sessions. NASW Montana supports Regional Representatives by providing them with updated email lists of regional members, and encourages Regional Representatives in partnering with other members in their region to share the workload.

Regional Meeting Procedures

The Montana Chapter Standards state that a minimum of 4 quarterly meetings should be held each year in each region. For our fiscal year, that means at least one meeting each in the quarters July-September, October-December, January-March and April-June. Meetings are suspended during July and August. It has become customary that the meetings have some time for Chapter business and time for a speaker to present on some area of social work practice.

One of our Regional Representatives has suggested the following Agenda format for Regional Meetings

Agenda:

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| 1. Recite NASW Credo | (1 minute) |
| 2. Introductions and sharing liberating structures
Liberating Structures | (5 minutes) |
| 3. FYI Community events and activities | (5 minutes) |
| 4. Review of Mt. NASW news. | (5 minutes) |
| 5. Monthly topic experiential process | (30 minutes) |
| 6. Meeting Review | (5 minutes) |
| 7. Adjournment | (51 Minutes total) |

Providing CE credits for Meeting Attendance

The Chapter provides free continuing education credits for regional meetings and NASW MT will pay the \$20 for CE credit. The Regional Representative needs to fill out the Continuing Education Approval Form and either fax or email it to john@naswmt.org. NASW MT is the sponsoring organization, and our address is: NASW Montana, 25 S. Ewing Suite 406, Helena, 59601. It is advisable that the regional representative keep a list of attendees and their email addresses.

Regional Representative Tasks

- Phone new, reinstated and lapsed members in your region each month. NASW MT will provide you with a list of new, reinstated and lapsed members each month, and will provide you with an updated email list of members in your region.
- Quarterly Region Reports: Complete the quarterly *Region Report* form prior to quarterly board meetings
- Quarterly Board Meeting Attendance: Attend 2 quarterly board meetings in Helena, and participate in 2 quarterly board teleconferences each year.

- Committee Participation: Participate in one of the board's standing committees or Clinical Supervision Task Force.
 - Board Standing Committees include: Membership, Continuing Education, & Social Action and Policy.

Teleconference Service

NASW MT is happy to provide each regional representative with our "Comm Partners" teleconference access numbers to facilitate teleconferences in your region, and/or to provide this resource to members that are unable to be physically present at Regional Meetings.

Regional Representative Board Benefits

NASW Montana Board member's Registration Fees are waived for the 2 NASW MT continuing education conferences (\$450 value), and the Clinical Supervisor Skill Training Course (\$275 value). NASW Montana also reimburses board member's mileage at the IRS reimbursement rate of \$.55/mile, and lodging expenses, if applicable.