



## ACSSW Seeks Applicants for Board Member Positions Online Application Due March 4th

- ✓ Does the idea of helping to grow a national professional association for School Social Workers excite you?
- ✓ Are you frustrated that the profession of School Social Work is not “at the table” on so many issues? Do you want to be part of the solution to rectify this situation on a national level?
- ✓ Do you have macro level social work skills and professional experiences that could be applied to the day to day management and development of a professional association dedicated to promoting and advancing the profession of School Social Work?
- ✓ Do you enjoy tackling new projects that require collaboration with others, learning new skills, taking risks, and creativity?
- ✓ Does the idea of using technology to manage and connect with School Social Workers across the country attract you?
- ✓ Do you have up to 10 hours a month available to volunteer your time working on ACSSW Board work? Can you commit to fully participating in virtual ACSSW Board meetings held every 2<sup>nd</sup> Tuesday of the month 2:30-4:30 PM Central Time? Would your employer support your active participation as a Board member on a national Board of Directors for two years?

**If you’ve answered YES!!! to most of the above questions...** then consider applying for current vacant positions on the ACSSW Board of Directors!

**FIRST** -- Start by taking a few minutes to read over the **ACSSW Board of Directors – Information for Prospective Board Members.**

**SECOND** – Carefully consider whether you are able to impact the work of ACSSW. If you are thinking: *“Hey, this is something I am seriously interested in. I have the time and talents to join ACSSW in advancing the profession of School Social Work!”*

Then **THIRD** -- Take time in the next 3 weeks to complete the online [ACSSW New Board Member Application](#) – **due no later than March 4th.** Once submitted online, you will receive an immediate email confirming receipt of your application. If you do not receive a confirming email – you have not successfully submitted your application.

**Questions? Contact Sally Carlson, ACSSW President, [Sally.Carlson@acssw.org](mailto:Sally.Carlson@acssw.org), 414-659-5853**

**Thank you in advance for your time & consideration of this leadership opportunity!**

**NOT SURE ABOUT...** Making the commitment right now to serving on a national Board of Directors?

**BUT** you have the time and interest to volunteer for a short term ACSSW Board activity?

Then simply send an email to [Sally.Carlson@acssw.org](mailto:Sally.Carlson@acssw.org) to be added to our volunteer list.

We will contact you as volunteer opportunities arise.



# ACSSW Board of Directors

## Information for Prospective New ACSSW Board Members

### New Board Member Application & Process

Interested persons may apply for ACSSW Board vacancies by completing the:

#### ACSSW New Board Member Online Application

**Due date for current ACSSW New Board Member Applications is March 4th, 2019.**

ACSSW Board of Directors will review applications submitted and select up to 6 applicants for 20 – 30 minute interviews on Tuesday, March 19th, Noon – 3:00 Central Time using the ACSSW virtual platform and phone conference. **Selected applicants must be available for a 20 – 30 minute interview on March 19th between Noon and 3:00 PM Central Time.**

Please be prepared to answer the following questions on the online ACSSW New Board Member Application. **Applications must be submitted online – see link to application above.**

- ✓ Briefly describe your professional experience in relation to the practice of school social work.
- ✓ Briefly describe your past and/or current experience serving on a Board of Directors.
- ✓ Why do you wish to be considered for a position on the ACSSW Board of Directors?
- ✓ Of the following - which are your strengths, talents and interests? Check all that apply.
  - Membership Development
  - Social Media Oversight
  - Communications (e-newsletter, editing)
  - Technology and Website
  - Conference Development/Management
  - Finance and/or Fund Raising
  - Grant Writing
  - Federal Legislation Oversight
  - Professional Writing
  - Policy Development
  - Networking
  - Leadership Development
  - School Social Work Research
- ✓ How will you apply skills to support and enhance the work of the Board and the SSW Profession?
- ✓ What are you doing now that could strengthen the works of the Board and the SSW profession?
- ✓ Are you able to commit up to 10 hours per month working on ACSSW activities and meetings?
- ✓ Does your schedule permit you to fully participate in monthly Board meetings held on the second Tuesday of each month 2:30 – 4:30 PM Central Time using the ACSSW virtual platform and conference line?
- ✓ Does your schedule permit you to travel to attend in-person Board meetings? **NOTE:** This is a requirement for serving on the ACSSW Board. In-person, 2-day Board meetings may occur 1 - 2 times per year and will require travel. ACSSW reimburses Board members for travel expenses - hotel, airfare and/or mileage.
- ✓ Does your employer support your membership and participation on this Board?
- ✓ Is there anything else you would like to share with the ACSSW Board Members Search Committee?
- ✓ What questions, if any, do you have about serving as a member of the ACSSW Board of Directors?

**NOTE:** After completing the online application – applicants will receive an immediate email confirming that ACSSW has received their application. The confirming email will provide a summary of the applicant's responses. **Applicants must respond to this email confirmation with at least one letter of recommendation** and may also reply with a copy of their current resume or vitae if available.

# About ACSSW



## MISSION

ACSSW advocates for the practice of school social work and supports school social workers in their service to students, schools, and families to overcome social, systemic, economic and mental health barriers to student learning.

## VISION

ACSSW seeks to advance the practice of school social work by offering resources that support innovative practice, effective leadership, and applied research.

## GOALS

- ✓ Serve as a national resource center on the practice of school social work for practitioners, schools, universities, legislators, and policy makers.
- ✓ Provide members with access to a full range of professional resources that serve to enhance their practice and to provide opportunities for professional development.
- ✓ Advance the ethics and standards of the profession of school social work.
- ✓ Support school social workers in efforts to assist students, schools and families to overcome social, systemic, economic and mental health barriers to student learning.
- ✓ Monitor and advocate for national policies and legislation that effectively support the practice of school social work and public education.
- ✓ Assist state school social work organizations in their efforts to effectively organize and advocate for school social work at state and national levels.
- ✓ Educate the public about the services and practice of school social work.

**2018 – 19 Annual Report – See last two pages...**

## Current ACSSW Board of Director Members

### **Sally Carlson, MSW**

ACSSW President  
Retired School Social Worker  
[Sally.carlson@acssw.org](mailto:Sally.carlson@acssw.org)

### **Judith Shine, MSSW**

ACSSW Past President  
Retired School Social Worker  
[Judie.shine@acssw.org](mailto:Judie.shine@acssw.org)

### **Steve Hydon, EdD, MSW**

ACSSW Director  
Director, Social Work in Schools/PPSC Program  
Clinical Professor of Field Education  
USC Suzanne Dworak-Peck, School of Social Work  
University of Southern California  
[hydon@usc.edu](mailto:hydon@usc.edu)

### **Jandel Crutchfield, PhD, LCSW**

ACSSW Director  
Assistant Professor, School of Social Work  
The University of Texas at Arlington  
[jandel.crutchfield@uta.edu](mailto:jandel.crutchfield@uta.edu)

### **Susan Elswick, MSW, PhD**

ACSSW Director  
BA Program Coordinator / Assistant Professor  
School of Social Work  
The University of Memphis  
[selswick@memphis.edu](mailto:selswick@memphis.edu)

### **Maria Hydon, LCSW**

ACSSW Director  
Doctorate in Social Work (DSW) Candidate  
Clinical Associate Professor, Field Education  
USC Suzanne Dworak-Peck, School of Social Work  
University of Southern California  
[mariahu@usc.edu](mailto:mariahu@usc.edu)

# What are the Responsibilities of ACSSW Board Members?

The American Council for School Social Work (ACSSW) is, of necessity, a not-for-profit working Board. Each Board member is expected to share his/her time, talents, and professional insight toward the development and advancement of the organization.

Board members must be personally committed to the mission and values of the organization and understand their supportive and fiduciary roles in maintaining the governance, organization, and solvency of the Board.

## **Attendance**

Board members are expected to participate in scheduled monthly virtual meetings and in-person Board meetings as scheduled with Board agreement. Dates will be determined at the beginning of the Board's fiscal year. While emergencies do arise, it is further expected that Board members will contact the president when unable to participate. Failure to fully participate or to notify the president of an absence may result in being excused from the Board.









## **Membership**

Board members must be a full member of ACSSW in good standing. Membership in other social work associations is acceptable. However, Board membership on a national social work organization must only be with ACSSW during ACSSW tenure to avoid a potential conflict of interest.

## **Committee Work**

Committees: Finance, Communications, Networking, Conference, Membership, Policy, Standards and Practices, Legislative

In addition to regular meeting attendance, Board members are expected to contribute to the work of the Board in the following manner, at minimum:

-  Be an active participant in at least two committees. For example:
  - Chair a committee, as appropriate
  - Ensure tasks are completed by deadlines
  - Report to the full Board on progress of task(s)
  - Evaluate success or end-product of the committee
  - Make recommendations to the Board regarding committee tasks or needs
  - Develop a committee budget request
  - Maintain social media pages and apps.
-  Contribute to one or more Board projects. For example:
  - Draft issue papers
  - Assist with conference/summit development
  - Support membership development and retention
  - Network to expand awareness of the organization
  - Liaise with person or organizations that hold similar values and foci
-  Draft and/or revise policies and procedures, as appropriate
-  Provide recommendations and input to the full Board regarding Board tasks, policies, and activities being considered
-  Support fundraising efforts
-  Recruit new Board members as needed
-  Educate and engage the public regarding the work of the Board as opportunities arise
-  Uphold the time commitment as articulated in Board Policy "ACSSW Board Member Participation."

# What are the Current ACSSW Board Committees?

All Committees of the American Council for School Social Work (ACSSW) shall have a minimum of two (2) Board members unless otherwise indicated. Unless otherwise noted and at the discretion of the committee chair, committees may also include school social workers who are members of ACSSW. The President shall be an ex officio member of all committees.

## **Budget & Finance**

This committee shall consist of the Treasurer as well as a minimum of two (2) other Board members and shall be appointed by the President annually in Fall. The Finance Committee will consist solely of ACSSW Board members. The duties of this committee shall be to:

- Review prepared budgets and suggest any changes.
- Make recommendations to the Board related to financial procedures.
- Audit the financial statements of the Council, including the past year's Conference receipts and expenditures. At its discretion, the Finance Committee may choose to recommend a professional audit.

## **Policy**

This committee shall have at least two (2) Board members. All members of this committee shall be ACSSW Board members. The duties of this committee shall be to:

- Make recommendations to ACSSW concerning its function and organization.
- Review the By-Laws a minimum of every two years.
- Submit to the ACSSW Board recommended amendments to the By-Laws.
- Review ACSSW policies regularly and recommend revisions as deemed necessary.
- Develop policies related to the functioning of ACSSW.

## **Communications & Networking**

This committee shall have a minimum of two (2) Board members who will facilitate relationships and communication with ACSSW members and other school social workers, school social work educators, school administrators, teachers, and the public. This will be done via personal interaction as well as electronic means such as: (1) professional newsletters, (2) website overview and content, (3) Facebook page(s), (4) Twitter, (5) LinkedIn, (6) ACSSW Apps, and/or other vehicles as they become available.

The purposes of the Communications & Networking committee are to:

- Strengthen the field of school social work.
- Increase the public voice and presence of school social work.
- Publicize the work of ACSSW to inform others.
- Act as liaison to other allied organizations and agencies.
- Establish links to state and regional school social work associations.

## **Standards & Practices**

This committee shall consist of a minimum of (2) Board members whose duties consist of:

- Developing, reviewing, and/or applying guidelines for ensuring ethical behavior and resolving ethical conflicts.
- Attending to current practices and legislation in education as they relate to school social work and advising the Board in regard to the same.

- Making recommendations to the Board regarding preliminary positions and strategies on pertinent topics.
- Drafting position statements and/or white papers that reflect the stance and thinking of the Board on issues of interest.

### **Membership**

Recognizing that membership outreach and retention is an essential task of ACSSW, this committee will consist of a minimum of two (2) Board members who will work to insure that:

- Membership recruitment is continual and engaging.
- Membership retention is supported by regular outreach to members, including timely renewal notifications.
- Membership interests are addressed in the public positions of the Board and during professional learning events.
- Membership interests are examined via surveys, personal interactions, and publications.
- Membership databases are current.

### **Conference**

This committee shall consist of the Conference Chair and a minimum of two (2) additional Board members. Subcommittees may be formed as required. The purpose of this committee is to provide a minimum of one (1) professional development opportunity to school social workers at least once every two years with the goal of enriching and educating school social workers on issues and topics that are germane to the profession.

The ACSSW Board may secure the services of a Conference Chair who is not a Board member at which time two (2) Board members may act as advisors and/or assistants.

# What are the Specific Meeting & Time Commitments Expected of ACSSW Board Members?

## Board Meeting Attendance

As stated previously, Board members are expected to participate in 10 of 12 monthly (1 per month) via the ACSSW virtual platform and conference line.

When in-person meetings are scheduled, and members have been notified of and agreed to said meeting at least 4 months prior, it is expected that Board members will attend the meeting from beginning to end barring emergencies. It is also expected that Board members will make themselves available to, and participate in supporting, the ACSSW National Institutes.

## Board Member Contributions

In addition to regular meeting attendance, Board members are expected to contribute to the work of the Board by actively working on, and keeping timelines of, one or more Board projects. These include, but are not limited to, drafting position papers, conference development, membership development and retention, networking, policy development, and/or other activities that the Board deems necessary and desirable.

## Time Commitment

The following are approximate time commitments expected for Board activities:

- 2 hours per month for Board meetings – see 2019 meeting dates and times below
- 5 – 8 additional hours per month for monthly Board work as committed to by Board Members
- 12-15 hours for an in-person Board meeting during the ACSSW National Institute
- 12-15 hours for an in-person Board meeting later in the year, if called

# What are the Dates & Times of ACSSW Board Meetings for 2019?

Unless re-scheduled otherwise by the Board, ACSSW Board of Director Meetings for 2019 are scheduled for every second Tuesday of the month 2:30 – 4:30 PM Central Time:

January 8  
February 12  
March 12  
April 9

May 14  
June 11  
July 9  
August 13

September 10  
October 8  
November 12  
December 10

Monthly Board meetings are conducted using a virtual platform and conference phone line.

# How are ACSSW Board Members Reimbursed for Expenses?

It is the practice of the American Council for School Social Work (ACSSW) to reimburse members of the Board of Directors for reasonable costs incurred on behalf of ACSSW. Receipts are required for reimbursement.

## **Travel**

- Air Fare - Air fare will be reimbursed at the cost of a round trip airline ticket, coach class, for air travel undertaken to/from ACSSW sanctioned events; for example, Board meetings, conferences or Summits.
- Mileage - Mileage will be reimbursed at the current government rate for persons who drive to sanctioned events, such as Board meetings, conferences or Summits, and/or representation at events associated with ACSSW business (with prior approval of the Board). However, reimbursement will not exceed the cost of a round trip coach airline ticket had the individual flown. The lesser of the two costs will be reimbursed.
- Taxis and shuttles - Reimbursement will be provided for transportation to/from airport and hotel up to \$50 round trip.
- Airport Parking - Reimbursement of up to \$15/day will be provided when receipt is submitted.

## **Lodging**

- Board members may, but are not required to, share a room. The room charge will be posted to the ACSSW master bill for an event.

## **Meals**

- Meals will not be reimbursed.

## **Conference/Summit Registration Fees**

- Conference registration fees for Board members who actively participate in the conference (planning, presentations, moderators, etc.) will be waived.
- Non-participant Board members will be required to pay 1/2 the full cost of an event.



# What should I know about the ACSSW Conflicts of Interest Board Policy?

## **Article 1: Purpose**

ACSSW places great importance on the continued trust and confidence of its members, colleagues, and related professionals. Therefore, ACSSW requires that any action considered or taken by one or more members of the Board of Directors shall be free of even the appearance of impropriety and/or any conflict of interest.

## **Article II: Definitions**

### **1. Interested Person**

Each member of the Board of Directors, principal officers, or a member of a committee with Board of Directors delegated powers, who has a direct or indirect financial interest.

### **2. Interest**

Any commitment, investment, relationship, obligation, or involvement, financial or otherwise (ex.: gifts or favors), direct or indirect, that may influence a person's judgment regarding the activities of ACSSW, including receipt of compensation from ACSSW. A financial interest is not necessarily a conflict of interest unless so deemed by the Board of Directors.

### **3. Conflict of Interest**

Present when, in the judgment of the Board of Directors, the interested person's stake in a transaction is such that it reduces the likelihood that the interested person's influence can be exercised impartially in the best interests of ACSSW.

## **Article III: Procedures**

### **1. Duty to Disclose**

Each interested person shall disclose to the Board of Directors all facts regarding any transaction or arrangement that may be perceived as a conflict of interest. This must be done promptly upon learning of the proposed transaction.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of all information by the interested person, s/he shall be excused from any meeting called by the Board of Directors for the purpose of determining whether a conflict of interest exists and any vote taken regarding the same.

### **3. Report to Interested Party**

The Board President or designee will promptly report the decision of the Board of Directors to the interested party. If it was determined that a conflict of interest exists, the interested person may be subject to appropriate corrective or disciplinary action.

## **Article IV: Record of Proceedings**

The minutes of any meeting to discuss a potential conflict of interest shall contain the names of the interested person, the financial interest, the result of the vote, and any corrective or disciplinary action taken. The names of all other persons who were present for and voted upon the determination shall also be included.

## **Article V: Annual Disclosure**

Each member of the Board of Directors shall receive an electronic or hard copy of this policy annually.



ACSSW seeks to advance the practice of school social work by offering resources that support innovative practice, effective leadership, and applied research.

## American Council for School Social Work



# 2018-19 ACSSW Annual Report

The American Council for School Social Work, a 501c6 national not-for-profit organization, was founded in June 2009 to bridge the gap between research and practice, with emphasis on strengthening leadership skills of school social workers. ACSSW advocates for the practice of school social work and supports school social workers in their service to students, schools, and families to overcome social, systemic, economic and mental health barriers to student learning. ACSSW actively supports the dissemination of evidence based practice, academic research surveys on school social work and related topics via the ACSSW website - [www.acssw.org](http://www.acssw.org), the ACSSW weekly e-newsletter **SchoolSocialWorkNOW** and biannual professional development events.

ACSSW



## Professional Development Events

ACSSW has conducted 14 professional development events since 2010:

*Advancing the Practice National Institutes - 2012 - 2015, 2017 & 2018  
Tulane University, New Orleans*

*Mental Health in Schools Institutes - 2013 - 2017 - UW-Milwaukee*

*Research to Practice Summits - 2010 - 2012 - Bloomingdale, Illinois*

ACSSW professional events are designed to be highly interactive and are focused on current practice trends and needs. Designed to help bridge the gap between research and practice, ACSSW events feature leading researchers and practitioners in the field of school social work and related mental health professions.

### 2018 - 19 ACSSW Professional Events

*October 1st, 2018 - Mental Health in Schools Institute • UW-Milwaukee*

*January 28 - 30, 2019 - Advancing the Practice National Institutes  
Grand Challenges for Social Work • Tulane University • New Orleans*

## National Projects

ACSSW is currently engaged in the following activities:

- *School Social Work Leadership Initiative*
- *Specialized Instructional Support Personnel Shortages*
- *University Outreach - Project Connect*
- *Mental Health Awareness Campaign*
- *Promotion of Trauma Informed Care*
- *Suicide Prevention & Crisis Preparedness*
- *Grand Challenges for Social Work Initiative*





## Communication...

Since 2010 ACSSW has issued over 300 comprehensive weekly e-newsletters **SchoolSocialWorkNOW**, containing resource links, topical articles, job openings, grants and funding opportunities, & more. With a readership of over 3,000, ACSSW offers **SchoolSocialWorkNOW** for free limited time introductory subscriptions: [www.acssw.org](http://www.acssw.org) - **Get Connected!**

## Leadership/Advocacy...

ACSSW actively engages with national organizations and legislative activities.

### Federal Legislation

Monitors and responds to legislation affecting pupil services, children and families and education.

### Title IV-A Coalition

Engages with and supports the Title IV-A Coalition, an alliance comprised of more than 60 national organizations working together to advocate for maximum funding of the flexible block grant (Student Support and Academic Enrichment – SSAE). SSAE is authorized at \$1.6 billion for FY 2018 under Title IV, part A of the Every Student Succeeds Act (ESSA). The Coalition believes that if fully funded and administered the way Congress intended under ESSA, the SSAE grant program has the potential to adequately support school districts in their central mission of providing our students with the skills, resources, and support they need to succeed.

### University of Maryland Center for School Mental Health

Lead Facilitator for the Education-Mental Health Integration & Collaboration Track and Proposal Reviews, respectively. Co-presents conference sessions regarding pupil services. Assisted the development of a *Dialogue Guide on Pupil Services* and webinar on cultural responsiveness. Serves on the CSMH Advisory Board on School Mental Health.

### National Alliance of Specialized Instructional Support Personnel

Member of NASISP promoting the work and voice of school social work while supporting and collaborating with related professions.



## ACSSW MISSION

ACSSW advocates for the practice of school social work and supports school social workers in their service to students, schools, and families to overcome social, systemic, economic and mental health barriers to student learning.

## ACSSW VISION

ACSSW seeks to advance the practice of school social work by offering resources that support innovative practice, effective leadership, and applied research.

## University of Southern California Dworak-Peck School of Social Work

Supports USC efforts to increase awareness and access to training in Psychological First Aid & Trauma Informed Care.

### Coalition to Support Grieving Students

Supporting Organizational Member of this nationally recognized Coalition. ACSSW actively promotes and participates in the work of the Coalition to inform school social workers, educators, administrators & parents about Grief Sensitive Schools ([www.grievingstudents.org](http://www.grievingstudents.org)).

## Critical Questions...

As ACSSW pursues its mission, critical questions have been put forth during ACSSW professional events in an effort to engage the national community of school social work practitioners, researchers and leaders to address key issues facing the profession. For example...

What is 'leadership' in school social work? How can SSWers improve their presence as leaders in schools and active involvement in current national educational initiatives (Grief Sensitive Schools, PBIS, P16/20, school behavioral health)? How is the influx of charter schools affecting the practice of school social work? What roles and/or skills are unique to school social workers in comparison to other pupil services professions? How can school social workers articulate the value of their practice to critical decision makers?



[www.SchoolSocialWorkNOW.org](http://www.SchoolSocialWorkNOW.org)  
Sally Carlson, President  
[sally.carlson@acssw.org](mailto:sally.carlson@acssw.org)



Visit [www.acssw.org](http://www.acssw.org) to access multiple professional resources on School Social Work