



Minnesota Nursing Home Social Workers Association

Dedicated to enhancing total person care through advocacy, education, leadership and support

Leadership Orientation

Welcome

- Thank you for taking a leadership role in the Minnesota Nursing Home Social Workers Association. The Association could not continue were it not for your willingness to play an active role.
- The work of our Association is all volunteer with the exception of the purchased service for newsletter publishing, webmaster services, and financial audits .

History

- MNHSWA began as a small group of social workers in 1972.
- After much work by a group of “founding mothers” MNHSWA became a non-profit organization in 1976.
- Our membership consists of approximately 400 social workers in ten chapters across the state.

Mission

- If you look closely, our logo is four people connected to each other symbolizing the four functions of our mission (advocacy, education, leadership, support)
- Our mission is summarized as:

Dedicated to enhancing total person care through advocacy, education, leadership and support.

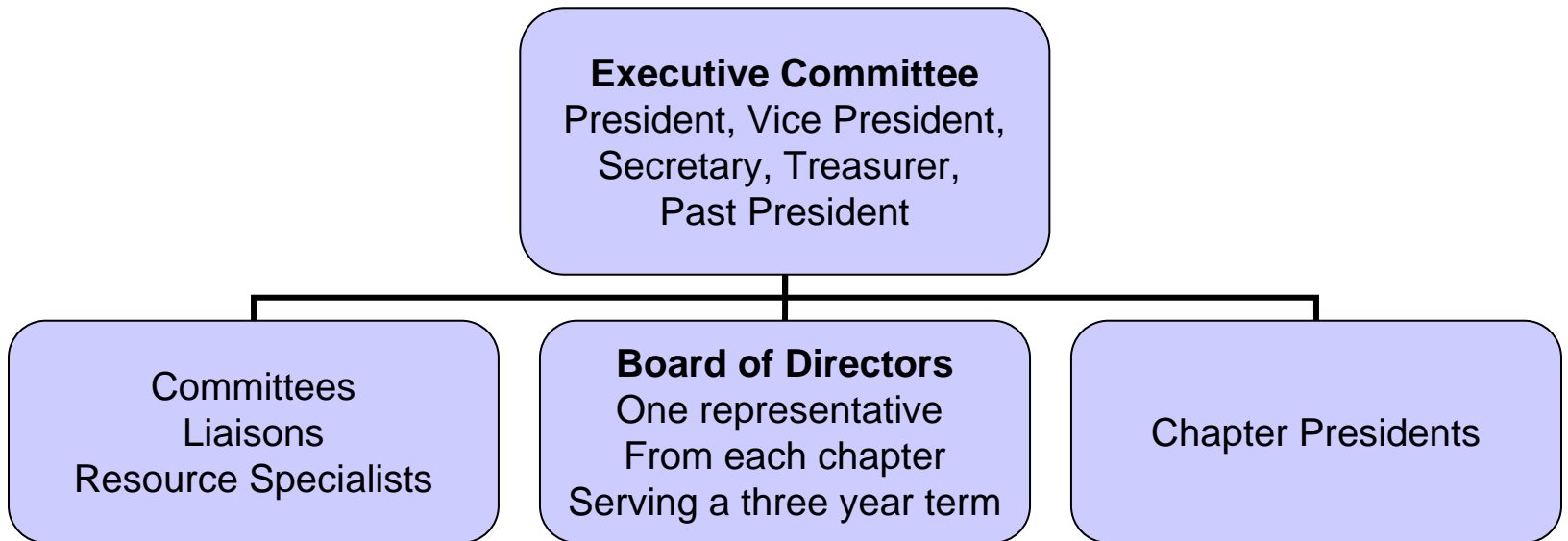
Handbook

- The MNHSWA Handbook and Policy Manual is available to assist you as Chapter President, Committee Chairperson, or as a Director of the Board.
- There are separate sections defining the roles of the State Board and Local Chapters. The last sections provide you with a copy of all Association policies, procedures and forms.

Accessing the Handbook

- Go to our website: www.mnhswa.org
- The handbook is password protected and is able to be accessed by Chapter Presidents, Board Representatives, Committee Chairs & Liaisons.
- On the MNHSWA home page, click on the bottom button [Board Member](#)
- You will then be prompted for a username & password.
- User name: [Handbook](#)
- Password: [sw2008](#)
- You will then be brought to a page that will say MNHSWA Policy Manual. Just click on [Download Link](#) and the pdf [MNHSAWA Handbook and Policy Manual](#) will be there.

MNHSWA Leadership



Board Meetings

- January
 - April
 - July
 - October (in conjunction with Fall Conference)
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- Dates & Locations are established by the Board
 - Board Members must attend at least two of the four quarterly Board meetings each year.
 - If unable to attend in person, please attend via our AT&T TeleConference Service. The President will give you the toll free dial in number and access code.

Responsibilities of the Board of Directors

- Be committed to the purpose and goals of the Association
- Contribute to the development and work of the Association
- Recognize and nurture individual differences and the unique contributions of each member
- Promote knowledge of pertinent professional and legislative issues
- Exhibit enthusiasm and motivate members to become active and involved in working together for a common purpose

Responsibilities (continued)

- Promote quality social services in long term care facilities through dedication, advocacy and adherence to professional standards and values
- Demonstrate willingness to collaborate with other professional organizations involved with long term care or social work issues and services
- Facilitate the development of affiliated chapters
- Accept additional responsibilities as requested by the Board
- Attend at least two of the four quarterly Board meetings each year
- Maintain Social Work Licensure

Mileage Reimbursement

- The Association reimburses approved mileage at the rate of \$0.40 per mile. Members are encouraged to use other alternatives for reimbursement.
- All mileage reimbursement requests must be submitted on the MNHSWA Expense Report to the Association Treasurer
- Functions approved for mileage reimbursement:
 - Association Board of Directors meetings
 - Association Executive Committee members as guests of chapters other than their own
 - Association Committee meetings
 - Other mileage reimbursement requests require prior approval of the Association Executive Committee
- Chapter Presidents submit to their respective chapter for reimbursement
- The following submit to State Association:
 - Board Members
 - Committee chairs, Liaisons, Resource Specialists
 - Past President

In Summary

- Thank you in advance for your commitment to the Social Work profession and for volunteering your time to the mission of MNHSWA. Great professionals realize the value of extending themselves beyond their place of employment.
- We know that every member is extremely busy in their professional as well as their personal life. When everyone contributes we can achieve great things!
- Please take the time to read through the Handbook & Policy Manual to familiarize yourself with the structure of MNHSWA.
- If you have questions, don't hesitate to ask! We all once were "the new kid on the block"!