

New Election Process for SASW

At the 2009 Annual General Meeting(AGM) held on April 22nd a set of new By-law provisions were approved. Included was a revised process for electing members to serve on Council. These provisions can be found at Section 25 of The Social Workers Administrative By-laws (see the SASW website under the tab “SASW By-laws”).

The key differences are:

- **Members may directly nominate a member for an open position on Council**
- **Timelines are established for nominations to be made**
- **All of those nominated will be identified to the membership in advance of the AGM**
- **Voting will still occur at the AGM, but there will no longer be nominations from the floor**
- **Term of office changes for all but the president, from one to two years**

Members of Council to be elected are the president, secretary, treasurer and three members at large. Also sitting on Council are two public representatives appointed by the Minister of Social Services who carry responsibility of providing oversight to our work in the interests of the public. The term of a president is four years, the first as president-elect, the second and third as president and the fourth as past-president. Jim Walls is in his second year as president and will become past-president next year when Carole Bryant moves from the president-elect role to president role.

Currently, all of those elected to other positions serve for one year. New By-law provisions will change that to two years. So, for all but the president position, those elected at the next AGM will serve for two years.

The new rules are:

- **When a vacancy on Council will occur at the next AGM, a notice shall be sent out by November 30th to the voting members of the Association to advise of their right to nominate licensed members to fill identified vacancies for the coming year.**
- **The notice will state the date by which any nominations are to be sent to the SASW Office.**
- **Nominations shall be made by three licensed members and shall include background information on the nominee, according to form that follows this article. The form is available for download from the SASW website.**
- **Any nominations from the Volunteer Development Committee shall be in the same form as other nominations.**
- **The Volunteer Development Committee is required to present all nominations to the membership in advance of the annual general meeting.**
- **At the AGM, the voting members present shall vote to elect the members of Council where positions are to be determined.**

The intent of proposing this revised approach was to move the nomination process well ahead of the AGM and improve transparency of the nominations process. It is further intended to gain experience with this framework, then consider whether further amendments to it may be helpful.

To assist those considering filing a nomination and those considering accepting their name being filed, included below after the nomination form is the recently revised Terms of Reference for Council.

Call for Nominations for SASW Council

Position for Nomination: _____

Name: _____ SASW Registration Number: _____

Address: _____ Credentials: _____

City/Town: _____

Number of years in practice: _____

Area(s) of practice and contribution to the profession:

Previous/present involvement with SASW Branch/Committee:

Nature of contribution(s) to be made on SASW Council:

Signature of Nominee: _____

Nominators - Registered Social Workers	Signature of Nominators
1.	
2.	
3.	

Mail completed form to SASW Office – 2110 Lorne Street, Regina, SK, S4P 2M5
Deadline for submitting nominations: February 27, 2010

SASW COUNCIL - Terms of Reference

AUTHORITY

- Section 8 of *The Social Workers Act* and the first 12 sections of The Social Workers Administrative By-laws provide for the creation and functioning of the Council. Section 8 of The Act states, “The council shall govern, manage and regulate the affairs and business of the association”.
- Together the above provisions currently authorize that Council consists of 9 members, of which 5 constitute quorum. Two of the 9 are the public representatives appointed by government.

PURPOSE

- Define the results to be achieved by SASW
- Develop, implement and evaluate governance processes
- Hire, monitor and evaluate the results of the Executive Director
- Define the operating parameters/decision-making scope of the Executive Director
- Define through policy the operating parameters of the organization along the lines of registration, operations and personnel management

OUTCOMES

- Vision, mission, values and principles statements, and the existence of priorities and goals
- Approved policy in the areas of personnel, membership registration and association operations
- Effective financial management
- Ongoing financial accountability and reporting to the membership
- An effective and open process to manage succession to Council membership
- Training, development and evaluation of Council members
- Effective processes for the engagement of membership
- Regular tracking and review of approved Association initiatives
- The Executive Director reports to Council . Day-to-day accountability and reporting is to the President, unless this is delegated to another member of Council.

CONDUCT AND OPERATIONAL ASSUMPTIONS

- Individual viewpoints are sought and respected
- Council seeks advice from Advisory Board as required
- Issues are presented for challenge and debate
- Time availability is acknowledged in the setting and conduct of meetings
- Council has ‘one voice’ when providing direction to the Executive Director
- Council has ‘one voice’ when communicating decisions to stakeholders
- Council members provide support to the learning objectives of individual Council members
- In line with the policy titled, “Professional Self-Regulation”, care is to be taken that Council members do not interact with the regulatory functions managed by the Professional Conduct and Discipline Committees. The policy directs that regulatory processes are to operate with complete independence from the rest of the Association’s operations. However, Council does set operational policy for the

Professional Conduct and Discipline Committees and they do report to Council on their overall plans and activities.

PERFORMANCE MEASUREMENT (how Council measures its success)

- **Statements exist for vision, mission and for operational values and principles**
- **Regular review of SASW action plan addressing new initiatives and directions coming out of a strategic planning exercise. Noting progress, giving revised direction and adjusting time-lines**
- **The existence of a current policy manual covering personnel management, organization operations and member registration**
- **Tracking questions and concerns presented to Council by members and the nature of the response required**
- **Periodic reflection by Council itself on the general operation of the Association**
- **Annual assessment on progress made toward identified goals**
- **Assessment of the way in which work is shared around the Council table**

STRUCTURE

- **Positions and primary responsibilities are as contained in sections three to eight of The Social Workers Administrative By-laws**
- **Special projects/tasks may be assigned from time to time to individual Council members**

RESOURCES

- **Time required of Council members includes 9 meetings a year. Five of these would be Council meetings, three would be Advisory Board meetings (in person) and one would be the AGM. In addition there would be time required to fulfill any individual roles carried at the Council table.**
- **Staff support to the effective operation of Council comes from the Executive Director, the Registrar and the Office Administrator.**

COMMUNICATIONS

- **The main method will be the regular meetings of Council and the Advisory Board. In between these, email and telephone will be used for communication with and among Council members. Special meetings may be called if circumstances warrant. Council meetings may be held in person or by telephone conference.**
- **The Advisory Board is the main mechanism of communication with, and for the taking of advice from the membership.**
- **At times Council members may be required to communicate directly and independently with Branches and external individuals or groups.**

POTENTIAL RISKS

- **The key risk is volunteer time available to achieve all that needs attention.**
- **To respond will mean that time will always need to be managed wisely. Council needs to use its time effectively, and to ensure that any committee struggling to make progress is supported to keep on track through adjustment of expectations/priority or its volunteer resources.**

ISSUES MANAGEMENT

- **Issues from external sources are to be managed by the Executive Director who determines if the President should be involved in responding. In some cases these matters will be brought to the Council table.**
- **Issues internal to Council and its successful operation are to remain at the Council table.**
- **Issues with staff are to be managed according to approved policy, in a confidential way that is focused upon performance improvement and support of required outcomes.**

SCHEDULE

- **Materials required for Council and Advisory Board meetings are to be provided to the SASW office 10 days in advance of the meeting date. This is so they can be packaged and sent with the meeting agenda or so that any further work required by staff can be completed by the meeting date.**

August 24, 2009