

	Association of Oncology Social Work Operations Manual – Job Description	Date Approved 5/7/88, 9/28/04, 04/27/2006
		Dates Revised 5/1/08
	Director At Large	Dates Reviewed 11/10/89, 9/14/91, 5/21/96, 5/5/98

I. JOB SUMMARY

The Directors At Large shall serve as representatives of the AOSW members on the Board of Directors. Directors At Large will be elected by the full membership and serve for a term of three years. One Director will be elected to represent regions 1 and 2, one Director will represent regions 3 and 4, and one Director will represent region 5.

II. DUTIES AND RESPONSIBILITIES

- A. Serves as a member of the Board of Directors.
- B. Attends the Spring and Fall Board meetings and participates in Board conference calls. Provides written reports on their activities as well as other assigned tasks.
- C. Becomes an active member on standing committees as assigned for the duration of his or her term of office.
- D. Promotes membership in AOSW.
- E. Promotes the mission and vision of AOSW in their assigned regions.
- F. Promotes local, state and regional oncology social work activities. Acts as liaison between AOSW and designated geographical area.
 1. Identifies a state representative to Chair the regional meetings at the Annual AOSW Conference
 2. Works with the state representatives to provide information to the members from the board and from the members to the board.
 3. Attends the regional meetings as possible
- G. Presents a report of activities at the Annual AOSW Business Meeting.
- H. Submits information to be included in AOSW official communications
 1. Newsletter
 2. Website
 3. On-line Network
 4. Others as requested
- I. Serves as a representative of ASOW at events in their area at the request of the President.
 1. Develops and maintains a list of AOSW members available for service to the organization on a voluntary basis

2. Recruits AOSW members to serve AOSW in SIGS, Committees, Boards, and all opportunities elected or appointed..
 3. Mentors AOSW members to become more involved in leadership opportunities.
- J. Forwards all relevant information to incoming Director at Large at the end of the term of office and orients success to policies and procedures of the Director at Large position.

III. QUALIFICATIONS

- A. Active membership in AOSW.
- B. Prior active role in other national, state, or local organization preferred.
- C. Must be able to attend AOSW conference every year of term of office