

	The Association of Oncology Social Work Operations Manual – Job Description	Date Approved	5/7/88, 9/28/04, 04/27/2006, 6/2021
		Dates Revised	9/14/91, 12/1/94, 8/25/95, 5/21/96, 9/28/04, 5/1/08, 3/17/14, 6/8/17, 6/2020
	Director-at-Large	Dates Reviewed	11/10/89, 9/14/91, 5/21/96, 5/5/98, 3/14, 6/17, 6/2020, 5/11/2021, 6/7/2021

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-at-Large will represent the State Representatives and one Director-at-Large will oversee the Special Interest Groups (SIGs).

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.
- C. calls. Provides written reports on his/her activities as well as other assigned tasks.
- D. Becomes an active member on standing committees as assigned for the duration of his/her term of office.
- E. Attends AOSW's annual conference and presents a report of activities at the Annual AOSW Business Meeting.
- F. Promotes membership in AOSW.
- G. The Director-At-Large who oversees State Representatives:
 1. Empowers AOSW members to engage in local, state and regional oncology social work activities.
 2. Acts as liaison between AOSW Board and membership.
 3. Identifies state representatives as needed and serves as liaison between them and the Board.
 4. Works with the state representatives to provide information to the members from the Board and from the members to the Board.
 5. Serves on the AOSW Membership Committee. Acts as a liaison between AOSW Membership Committee and the State Representatives.
- H. The Director-at-Large who serves as the official Board liaison to the Special Interest Group (SIG) leaders:
 1. Maintains regular communication with the SIG leaders as appropriate.
 2. Leads the SIG Leader meetings at the annual conference.
 3. Submits information to be included in AOSW official communications
 - Newsletter/Blog
 - Website
 - On-line Network
 - Others as requested
- I. Serves as a representative of AOSW at events in his/her 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 the incoming Director-at-Large at the end of the term of office and orients the person to the policies and procedures of the position.
- K. Foster relationships with current and potential volunteers. Nurture future leaders to advance the mission of the organization.

III. Qualifications

- A. Active membership in AOSW.
- B. Prior active role in another national, state or local organization preferred.
- C. Must be able to attend AOSW conference every year of term of office.
- D. Must adhere to the [NASW Code of Ethics](#).