



<b>Association of Oncology Social Work</b>  <b>Operations Manual – Job Description</b>	Date Approved	09/91; 09/92; 10/93; 07/03/06
	Date Revised	6/10/08
<b>State Representative</b>	Dates Reviewed	01/04/04, 8/11

**I. JOB SUMMARY**

The State Representative shall serve as liaison between state membership and Director-at-Large. Representatives shall be appointed by the Director-at-Large to a two year term with the option of extension. Length of term is at the discretion of the Director-at-Large.

**II. DUTIES AND RESPONSIBILITIES**

- a) Acts as liaison between AOSW members in individual states and the Director-at-Large.
  - 1. Networks with state membership to learn about professional education and networking opportunities, new patient care initiatives, trends in the profession, and legislative changes that impact the oncology social work profession.
  - 2. Disseminates information from the Director-at-Large and the Board to state members as needed.
  - 3. Proactively communicates with the Director-at-Large regarding activities of the state membership, educational opportunities and State Representative activities.
  - 4. Completes State Activity Reports at the request of Director-at-Large.
- b) Promotes membership within AOSW
  - 1. Identifies opportunities to promote membership in AOSW through individual contacts and group activities.
  - 2. Assists in the coordination of AOSW exhibits at state and local conferences.
  - 3. Distributes membership application packets as needed.
  - 4. Welcomes new state members.
- c) Encourages member participation in AOSW activities and service opportunities.
  - 1. Monitors the interests and talents of state members.
  - 2. Makes recommendations to the Director-at-Large regarding those members interested in serving the organization through participation on task forces or planning committees, or through the pursuit of leadership positions.
- d) Identifies potential award recipients within the representative’s state.
- e) Promotes AOSW and the profession of oncology social work.
  - 1. Actively pursues opportunities to better the organization and the profession. Acts as an ambassador for the organization.
  - 2. Identifies opportunities within the state to highlight the knowledge, skills and activities of AOSW members. Seeks opportunities to educate patients, families and the medical community about the role, standards and scope of practice of oncology social workers.
  - 3. Attends Social Work Oncology Group meetings and other oncology related events within the state when feasible.
  - 4. In coordination with the Director-at-Large, promotes networking, mentoring and the development of professional education programs for oncology social workers within the state.

- f) Facilitates transition of responsibilities to new state representative at the completion of term of office.

**III. QUALIFICATIONS**

- a) Social Work degree
- b) Active membership in AOSW
- c) Residence within the state being covered. If no state representative is available in a given state, representative can be appointed in an adjoining state.