

SPS Responsibilities of Committee Members

The Specialty Practice Sections (SPS) were developed by NASW to better respond to its membership's specialized practice interests and growing diversity. Each Section is appointed a five-member committee. The SPS Committee is charged with providing content expertise for a national program to inform members about current trends in social work practice. **The SPS Committee members NASW membership must be active throughout their term. You may be required to read, sign, and submit the NASW Conflict of Interest Disclosure Statement.**

1. Committees work with the chair and NASW staff to develop content for the SPS publications and ensure that all deliverables are completed and submitted promptly. Committee members write publication articles.
2. The SPS committees are working committees. Each committee member has at least three conference calls per term, the all-committee call and two calls to determine the content for each newsletter produced.
3. If a committee member is unable to attend a meeting, that person should review the notes and/or recording and reach out to the chair for a summary of the call and to discuss the next steps including any assignments.
4. The committee members take turns being the notes-takers.
5. Committees work with the chair to determine articles for the upcoming newsletters. There are two issues spring/summer and fall/winter. To ensure fairness, each committee member is responsible for writing newsletter articles or finding another social worker to author articles assigned- no exceptions. All committee members must contribute to content development.
6. Committee members should know their article submission deadline before the committee call ends. Your chair will give you the deadline. Once your article is complete send it to your chair.
7. All committee members contribute to deciding on the theme for the InterSections in Practice, annual bulletin. Each Section must contribute one article to the InterSections in Practice.
8. Committee members should adhere to the author's guidelines and the annual bulletin guidelines. They should also use other content tools given.
9. Only the Mental Health newsletter and the InterSections in Practice annual bulletin require references. If references are used, they must be published in the past 10 years or seminal in nature. APA style is the official way that references should be cited. APA style uses parenthetical citation with a corresponding reference list.
10. Committee members may be asked to serve as panelists for a discussion group.
11. Occasionally, committee members are connected to the NASW Communications Department to serve as expert spokespersons.
12. Committee members are often asked to join their online community and share information or respond to a post online.
13. NASW encourages committee members to promote the Sections and recruit new members whenever an opportunity presents itself. Recruitment materials are always available for distribution.

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