



Local Program Unit Manual

TABLE OF CONTENTS

NASW-NC LPU Chairperson Guidelines and Quick Facts.....	3
The Purpose of Local Program Units (LPUs).....	4
The Structure of Local Program Units.....	4
Starting a Local Program Unit.....	4
How NASW-NC Can Help.....	5
NASW-NC Contact Information.....	5
Technology and Local Program Units.....	6
LPU Financial Information.....	7-9
Meeting Planning and Preparation.....	9-11
At the Event.....	11
APPENDIX A: Getting Started Checklist.....	12
APPENDIX B: Example Flyers.....	13
APPENDIX C: NASW-NC Districts.....	14
APPENDIX D: Reduce Cost & Increase Income Checklist.....	16
APPENDIX E: LPU Chair and Committee Member Agreement.....	17

NASW-NC LPU CHAIRPERSON(S) QUICK FACTS/ MONTHLY GUIDELINES

During the FIRST week of each month:

- NASW-NC Staff will email your event information to members in your area
- NASW-NC Staff will update your LPU webpage to reflect changes
- NASW-NC Staff will update the Online Calendar with LPU events
- LPU Chairs will receive an email from staff with chapter announcements

I need a check for my speaker/location/refreshments! What should I do?

Chairpersons may request a check (within the 200.00 budget) for meetings from the Chapter office by emailing or mailing a request to valerie@naswnc.org. All requests must be entered at least **THREE weeks** in advance of the event in order for the check to be processed. *The amount you request MUST BE in your LPU account PRIOR to the request. The Chapter cannot honor any requests that exceed the budget.*

I would like the Chapter to email my event to members! What should I do?

All event information email requests are processed the FIRST week of each month. LPU chairs must submit the information at least one week in advance of the week of disbursement (ie: If your event is in March, you must send the flyer by the last week of February.). Any events submitted after the cut-off date may not be able to be emailed to members. You may submit flyers via email (valerie@naswnc.org)

I would like to update some information on my LPU webpage? What should I do?

LPU pages are updated during the first week of each month. Please send your updates to valerie@naswnc.org, specifying where on your page you would like the information placed (if it is information other than an event). We gladly accept event pictures and LPU news items for the webpage and the newsletter.

I would like to request someone from the Chapter to attend/speak at my event! What should I do?

All requests for Chapter staff to attend events are at the discretion of the Chapter Director. We will do our best to attend! Please make March Social Work Event requests as soon as possible, as we attend them on a first come, first served basis.

My personal information has changed and I need to update it with NASW-NC! What should I do?

Change your NASW information at www.socialworkers.org. Email valerie@naswnc.org with all changes as well, so that we may update our files!

THE PURPOSE OF LOCAL PROGRAM UNITS

Local Program Units (LPUs) provide an excellent vehicle for continuing education, networking, membership recruitment, communication, and support at the local level. Individual involvement at the local level helps foster the relationship between members and the larger organization. LPU participants often receive contact hours of continuing education annually through their LPU meetings. LPU meetings should be open to everyone, **but are designed to benefit the member**. Non-members who attend meetings may be encouraged to join NASW, and practitioners in related fields may encourage new perspectives and interdisciplinary relationship building.

THE STRUCTURE OF LOCAL PROGRAM UNITS

The North Carolina Chapter of NASW is broken down into 7 Districts. Each Local Program Unit functions as a part of their District. Please refer to **Appendix C “NASW-NC Districts”** to find your location. This LPU-District relationship simply allows for planning, reporting, and budgeting at the state level. There can be more than one LPU in each district.

LPUs can be structured in any number of ways. Some LPUs have complete boards, including a Chair, Secretary, Treasurer, and Planning Committee. Others simply name two or more Co-Chairs who are in charge of the LPU.

All volunteers of the LPU, chairs and committee members, must be a current member of NASW-NC. Please see **APPENDIX E** for LPU Chair and Committee Member agreement.

GETTING STARTED

Any group of NASW members can start a Local Program Unit. Here's how:

- Pull together at least **20 NASW-NC members** in your local area who are interested in meeting locally as a NASW-NC LPU and **are committed to regularly attend the LPU meetings**.
- A Local Program Unit is welcome to request forming anywhere within the boundaries of North Carolina but must be more than 30 miles from the nearest formed Local Program Unit.
- The Chapter Office will ask you to submit a “Statement of Interest” signed by 20 NASW-NC members. A statement of interest can be as simple as “I would like to see a LPU developed in Edgecombe County. I would attend meetings if they were made available, and I would participate in nominating a LPU Chair for our area.”
- NASW-NC will take the petition to the next NASW-NC Board Meeting in order for the Board to vote on the creation of a new LPU. The Board meets every other month.
- All Local Program Units must appoint or elect **at least 2 Chairs** who will serve as the contact person for both interested local individuals and the Chapter Office. LPU Chairs

are in charge of planning and implementing local LPU meetings and events. LPU leaders **must** be active NASW-NC members. LPU leaders include chairs, co-chairs, and planning committee members.

- See **Appendix A** for a **“Getting Started” Checklist**.

HOW NASW-NC CAN HELP

LPUs are developed, run, and maintained by volunteers at the local level, however, NASW-NC provides technical and logistical support to all LPUs.

- An NASW-NC staff member will attempt to attend at least one of your LPU meetings each year.
- NASW-NC will periodically send updates, brochures, and other information for you to announce and/or distribute at your next LPU meeting. **It is important that you announce and distribute this information as a part of the meeting.**
- NASW-NC will post your meetings on the NASW-NC website. Be sure to get your LPU meeting information to valerie@naswnc.org **at least 2 weeks in advance** of the first week of the month in which the meeting you wish to advertise will be held.
- NASW-NC *may* advertise LPU meetings several times per year in the statewide Chapter Newsletter. LPUs that plan and advertise several meetings covering several months at once in the same brochure are more likely to get their information in the newsletter.
- NASW-NC will email a copy of your brochure to the district in which your LPU lies. See **Appendix B for “Example Flyers”** and **page 13** of this Manual for information that must be included in every brochure/flyer. You will receive a template to use for flyers via email.

NASW-NC CONTACT INFORMATION

The North Carolina Chapter of the National Association of Social Workers (NASW-NC) is located in downtown Raleigh.

Street Address: 412 Morson Street; Raleigh, NC 27601

Mailing Address: PO Box 27582; Raleigh, NC 27611-7582

Valerie Arendt, NASW-NC Associate Executive Director, is the contact person for all Local Program Units, and can be reached through the regular NASW-NC outlets:

Triangle area or out-of-state: (919) 828-9650

Toll-free (NC use only): (800) 280-6207

Email: valerie@naswnc.org

NASW-NC can also be found on the web at www.naswnc.org

TECHNOLOGY AND LOCAL PROGRAM UNITS

As part of contacting area members, and communicating with Chapter staff, NASW-NC strongly encourages the use of technology such as email, Facebook, and Listservs. **All Facebook pages, Google Groups/listservs or any other type of social media network must be Chapter created and managed.**

In compliance with NASW policy, all member information, including email addresses must be submitted by the member before NASW-NC sends them correspondence. *No email or mailing will be sent to members unsolicited, and this information cannot be released to anyone outside of the Chapter office.*

NASW- NC has created a Google Group for each LPU. Anyone (members and nonmembers) can join the Google Groups by signing up on the NASW-NC website: <https://naswnc.site-ym.com/?listservs>. These groups were created at the request of the LPU Chairs to be able to send out email reminders about meetings, events, and local resources.

An email message will be sent to everyone on the list by using the following email addresses:

NAME	EMAIL
Asheville LPU	naswncasheville@googlegroups.com
Boone LPU	naswncboone@googlegroups.com
Charlotte LPU	naswnccharlotte@googlegroups.com
Coastal LPU	naswnccoastal@googlegroups.com
Far West LPU	naswncfarwest@googlegroups.com
Fayetteville LPU	naswncfayetteville@googlegroups.com
Forsyth County LPU	naswncforsythcounty@googlegroups.com
Greenville LPU	naswncgreenville@googlegroups.com
Guilford County LPU	naswncguilfordcounty@googlegroups.com
Jacksonville/ Onslow LPU	naswnconslowlpu@googlegroups.com
Lumberton LPU	naswncpembroke@googlegroups.com
Morganton LPU	naswncmorganton@googlegroups.com
Orange County LPU	naswncorangecounty@googlegroups.com
Wake County LPU	naswncwakecounty@googlegroups.com
Wilmington LPU	naswncwilmington@googlegroups.com

PLEASE NOTE: All NASW-NC Chapter Google Groups/LISTSERVS and social media venues are not to be used to market **non-members' resumes, job inquiries, or business ventures, including continuing education workshops.** NASW-NC (including LPUs) cannot support free advertising for non-members.

LPU FINANCIAL INFORMATION

Local Program Units function as a part of the State Chapter of NASW-NC and are bound by the guidelines set forth by the Chapter Office.

BUDGETS

Each July, the NASW-NC Board approves a budget for the fiscal year (July 1—June 30), and that budget includes a line item for the state Chapter's LPUs. This line item amount is for all LPUs combined and is determined annually. The total amount is then divided among the existing LPUs in the state at the start of the Fiscal Year. This amount may vary slightly from one year to the next.

All LPU chairs will receive a statement at the beginning of each fiscal year as to their exact budget. In essence and at this time, each LPU has a fiscal year budget of \$200. That is your "budget." You can organize your budget however you like. You can use these funds for expenses that you incur and may need reimbursement for.

While the budget is not strictly monitored, all money must pass through NASW-NC. If you will be spending more than your budget, you must have funds in your account to cover the expenditure, before a check will be written.

If you request a presenter that requires payment, you may pay out of your budget. We usually ask presenters to donate their time to keep expenses down and will be glad to email or call them on behalf of the LPU to encourage them. Most will present for free, but some do request a fee. Please consider your budget if you need to pay for the meeting location. Again, NASW-NC recommends that you find locations that offer free meeting space, and consider whether you'll pay for food. These topics are covered in more detail in the **Expenses** section of this document.

For funds that you bring in (surplus the \$200 budget): they will be held in your "account" for the fiscal year. Every new fiscal year, the budget resets to the \$200. No surplus money will carry over, and any debt you have incurred will be brought back to zero upon a new fiscal year. **Your LPU is expected to bring in comparable income for the expenses you incur. LPUs weren't intended to be a money-maker but are expected to be cognizant of the Chapters' financial resources.** Usually, you are reimbursed for any expenses incurred should you pay out of pocket. Therefore, whatever you'd like to request reimbursement for is up to you as long as it is an appropriate LPU expense. Refer to the LPU Manual for the Expense Voucher. You'd simply turn this form in to us for reimbursement along with the appropriate receipt(s) within 30 days. If the chapter office does not receive your receipts/expense forms within 30 days your cost may not be reimbursed. If you do not have a copy of the form, please contact the Chapter Office.

Due to GAAP, auditor and NASW office fiscal guidelines, the following information must be strictly enforced so that our Chapter does not receive penalties and subject by NC State law: LPU income cannot be used towards the benefit of one person, as in giving money as an award

or scholarship. It also cannot be donated to other organizations or charities. If in doubt, feel free to call or email the Chapter office before incurring the expense.

All LPU income, receipts for expenses, and an “Expense Voucher” Form must be mailed to the Chapter Office at the end of each LPU meeting. *Income cannot be used to fill any NASW-NC budget line item.* All income must be sent to the Chapter office as NASW-NC must have detailed records of any income/expenses for your LPU.

In summary:

- Keep all income together (do not spend it to cover expenses)
- **You pay for expenses out of your own pocket and save the receipts**
- You fill out the “Expense Voucher” Form and attach the receipts to the voucher via paper clip or stapler, and then mail all of this to the Chapter Office.
- NASW-NC then makes note of your income and expenses and sends you a check or checks to reimburse you for your expenses.

Some LPUs generate income above expenses from charging for their continuing educational events and from obtaining sponsors. This income can be spent by the LPU for expenses in excess of the budget allotted by the Board if it is spent during the **same fiscal year** it was earned. July 1 of each year marks the time when each LPU has the budget monies allotted, and all income obtained prior to that date is no longer available for use.

Pursuant to NASW National policies, each State Chapter can have only one bank account. LPUs are not permitted to have their own bank accounts.

BUGETING CONSERVATIVELY

There are numerous ways in which you can plan creatively in order to keep expenses down. Probably the easiest (and most frequently used) strategy is to utilize local resources. Many LPUs can find free meeting space and speakers by using local contacts. You may even be able to find individuals or organizations that are willing to donate snacks, meals, or postage for your meeting(s). Medical centers, AHECs, and local organizations may be great sources of sponsorship and attendees.

LPU EXPENSES

Contracts

Per National NASW regulations, LPU chair persons are expected to consult with office staff on the signing any contracts. The Executive Director is the only person allowed to sign contracts on behalf of the association, thus if you sign it, you are personally guaranteeing the contract, not NASW-NC. The purpose of this is to protect the volunteer and association from binding the organization to unexpected expenses or unethical organizations. The Chapters maintains a trust in their volunteers, chairpersons, and committee members and is available for consultation for contracts given reasonable prior notice.

Refreshments/Location and Speakers

You may want to provide refreshments or pay a speaker your LPU meetings. Please consult your budget prior to securing your speaker. If you have already spent your allotted amount and/or have not been charging attendees, this becomes more difficult. In this case, you will have to charge at the event in which you intend to provide refreshments and/or pay a speaker, or you will have to find a local resource willing to serve as a sponsor to cover the cost of the refreshments and/or speaker. If you plan to charge, you will have to estimate the number of paying attendees and adjust your fee accordingly to cover your cost. The Chapter office requires that sufficient monies be in the LPU account in order to issue checks to speakers, or companies. If for some reason, you need an exception to this requirement, you must consult the Chapter office **1 month** in advance. This regulation is meant to protect the Chapter and its volunteers (you) from over-committing funds as well as being over charged by speakers. See **Appendix E for a Checklist of Ways to Reduce Cost and Increase Income.**

Charging Members and Non-Members

Another way that you may compensate for some of the expenses is to **charge attendees** a fee for your meetings. The charges you pass on to attendees are meant to keep your LPU viable and out of debt. NASW is a nonprofit, so funding is limited. The majority of LPUs charge very little or do not charge *NASW-NC members* for one-hour monthly/quarterly meetings.

The NASW-NC Board of Directors has stated that non-members shall not be allowed to receive free continuing education from NASW-NC. Free continuing education is a membership benefit that we want to protect. Any event associated with a LPU and offering CE **must** charge non-members.

The NASW-NC Board of Directors voted September 2013 that non-members will be charged a MINIMUM of \$15 per hour of Continuing Education, non-member students will be charged a MINIMUM of \$5 per hour of Continuing Education. This reflects the actual cost of continuing education for social workers nationwide and Local Program Unit Continuing Education will remain a NASW member benefit. This fee change will take effect July 1, 2014.

Also, most LPUs who provide half-day or full-day trainings charge all attendees. **If you are serving a lunch or dinner you must charge all attendees regardless of membership or volunteer status.**

MEETING PLANNING AND PREPARATION

LPUs offer a great amount of planning flexibility; however, below are some tips and guidelines for how often to meet, what types of meetings to have, and how to select topics, speakers, and space.

HOW OFTEN

LPUs can meet as frequently as they wish. **Most successful LPUs meet the same day of each month in the same location at the same time.** Several meet quarterly, and the majority take

the summers off, since the summer season is often difficult for planning and scheduling. The Chapter office encourages a minimum of 4 meetings per year.

TYPES OF MEETINGS

You may choose to always host one-hour educational sessions, or you may choose to have networking socials, pot-luck dinners, or even a day-long conference. We highly recommend that, if you plan educational events, you host a session on ethics in the spring, since certified/licensed social workers must renew in June, and they are required to have completed 4 hours of ethics training per renewal cycle. A spring ethics session can be a big draw—and a great way to solicit new members and volunteers.

TOPICS, SPEAKERS, & SPACE

When selecting topics and speakers, keep in mind that most social workers interested in receiving continuing education would like to use these hours for licensure and/or certification renewal. Speakers can include MSWs, LCSWs, LPCs, and other professionals who have demonstrated expertise in the topic they are presenting on. Also the title and content of the presentation must be appropriate to their practice in order for LCSWs to utilize the CE offered to renew their license. **LPU must be able to provide the NASW-NC with the speaker's name, credentials, title, and contact information including email and phone number for our records.** Please contact Valerie Arendt if you need any guidance on choosing a presenter (valerie@naswnc.org).

Potential Speakers:

- NASW-NC staff members (NASW updates, social work updates, advocacy information, election information)
- Professors/Instructors from local colleges and universities
- Agency directors and managers
- Clinicians
- Speakers “borrowed” from agencies/conferences
- LPU planning committee members
- Supervisors, friends, and colleagues of LPU planning committee members

Suggested Space:

- University or local community college classrooms
- Area Health Education Centers (AHECs)
- Organizations in which social workers are employed
- Mental Health Centers
- Division of Social Services (DSSs)
- Local Management Entities (LMEs)
- Hospice
- Hospitals

CERTIFICATES OF ATTENDANCE

In North Carolina, social workers who are certified/licensed by the state must participate in 40 hours of continuing education every two years. For this reason, many of the professionals who

attend LPU meetings request “Certificates of Attendance” for their records. Continuing education can be a great draw for attendance.

The NASW-NC Chapter office will provide you with a template of the certificate of attendance to use for your LPU.

Certificates should be distributed at the end of the event to ensure that all have actually attended the full number of hours noted on the certificate. With that said, we consider it to be an ethical responsibility for each attendee to keep track of and accurately report their contact hours of continuing education.

NASW-NC requires that you use an attendance sheet. **Be sure to make note of the name of the person, email and phone number, and how many hours he/she actually attended on the “Sign-In Sheet” for later reference. See “Registration/Attendance” for information about the Sign-In Sheet**

FLYERS/BROCHURES

Design: Please see **Appendix B** for guidelines of acceptable designs. **All NASW-NC documents must be consistently branded** so it is important that you use the required elements outlined in **Appendix B**.

RSVPs: Some LPUs require attendees RSVP by a certain date. Others strongly suggest, but do not require, and still others do not want RSVPs. **NASW-NC strongly recommends that you require RSVPs.** Regardless of where you are meeting you will want to make sure you have enough seating, food, beverage, handouts, etc. for everyone that plans to attend. If your LPU has been meeting for a long time and you always have about the same number attend, then you may be fine by not requiring RSVPs. However, in all other circumstances, NASW-NC strongly recommends requiring them.

AT THE EVENT

REGISTRATION/ATTENDANCE

Attendance records for each event should be recorded and kept by LPU Chairs for at least 2 full years. Attendees often lose their certificate of attendance and forget which events they have and have not attended. They will contact the current chair of the LPU for a new certificate and may ask the current chair what they actually attended. In order to ensure that we are not providing certificates to individuals that did not attend, the current chair should keep attendees lists for each event and pass them on to new chairs when they step down. When an attendee contacts you about a new certificate, simply consult the list and see if he/she attended and whether or not they left early and provide another certificate at no charge for members of NASW-NC and at a preset charge for non-members.

Attendance sheets for every event need to be sent to NASW-NC via mail, email, or fax, regardless if the event provided continuing education. This will allow NASW-NC to hold the

records for your meetings in the event of leadership change and loss of information over the years. This also gives NASW-NC the opportunity to see how many social workers our programs have served over the years as well as an ability to reach out to nonmembers for recruitment purposes. **Please use ONLY the NASW-NC created attendance sheet** and send all attendance sheets to Valerie Arendt (Valerie@naswnc.org).

ANNOUNCEMENTS

As the LPU Chair, you should begin each event with announcements concerning the happenings at NASW-NC, your upcoming LPU event(s), NASW-NC membership applications available, etc. The Chapter office will provide you with such a list the first week of every month. **It is very important that these announcements are made, as LPUs are a way to reach out and inform the NASW-NC membership.**

APPENDIX A: GETTING STARTED CHECKLIST

- Contact social workers in your area** you think might be interested in having a LPU available. If you are having trouble getting **20 members willing to sign a “Statement of Interest”** that they would like a LPU in their area, contact the Director of Membership at valerie@naswnc.org. NASW-NC can email your area requesting that interested individuals email you.
- Provide NASW-NC with the “Statement of Interest” signed by 20 NASW-NC members. A statement of interest can be as simple as “I would like to see a LPU developed in Edgecombe County. I will attend meetings if they were made available, and I would participate in nominating LPU Chairs for our area.” NASW-NC will take the petition to the next NASW-NC Board Meeting in order for the Board to vote on the creation of a new LPU. The Board meets every other month.
- The Chair and/or committee of the new LPU, **select a location** where they would like to hold most if not all of their events. It is better to keep the location static. For ideas of locations see page 10.
- The Chairs and/or committee **select a time, day of the week, and week of the month**. For example, Meetings will be held the first Friday of every month from 11:30 am to 1:00 pm with the first 1/2 hour dedicated to registration, networking, and eating and the last hour dedicated to continuing education. Several meetings/events can be planned at once, several months in advance.
- Obtaining free space** is often easier when the person requesting it has some inside connection with the space holder. However, some organizations will provide free space if you offer to list them as a “Space Sponsor” on the flyer and tell them how many social workers will be receiving the flyer. You can also offer to allow them 5 minutes at the beginning of the presentation to speak to those in attendance about their organization, to provide attendees with brochures about their organization, and to provide them with a display table depending upon how many attendees you have and how much space is available.
- The Chair will provide an **attendance sheet**, make **announcements**, and **introduce the presenter(s)** at the beginning of the event, and handout the certificates of attendance at the end of the event.
- After the event, the Chair will tally the income and write the amount obtained on the sign-in sheet, fill out the **Expense Voucher**, and attach receipts to the expense voucher. **The income, sign-in sheet, and Expense Voucher will be mailed to NASW-NC within one month of the event.**

APPENDIX B: FLYERS

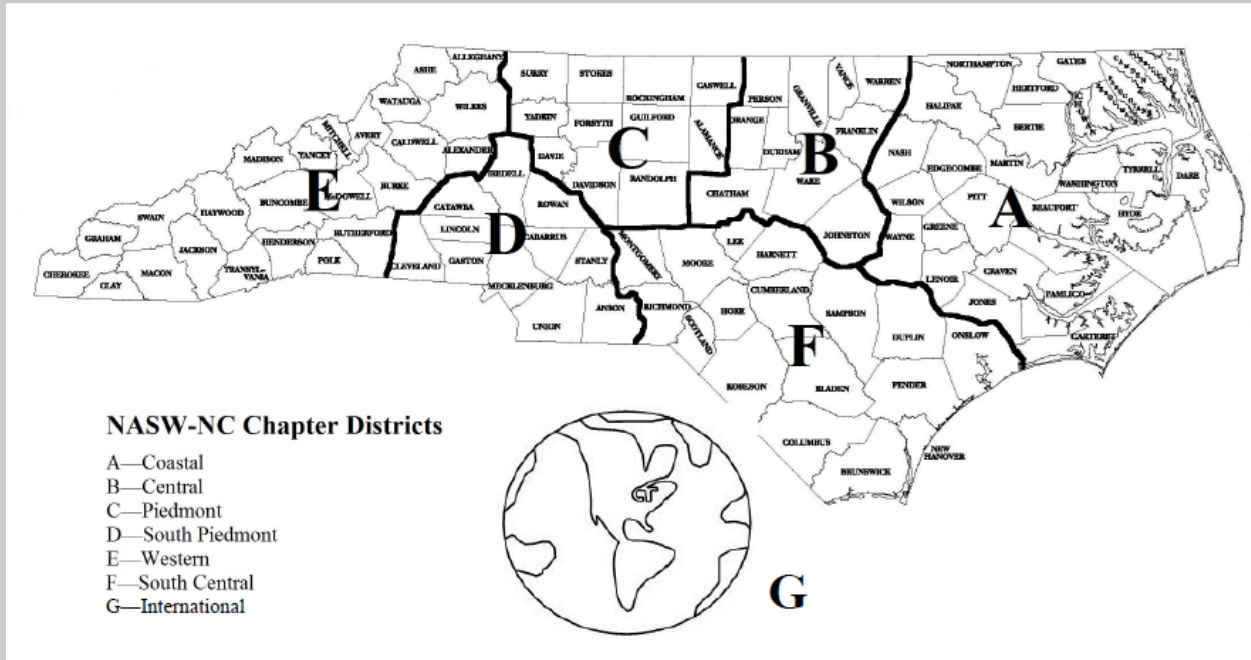
Generally, it should all fit on one 8.5 by 11 page. The first line should read “The (insert the name of your LPU) Local Program Unit of the North Carolina Chapter of the National Association of Social Workers presents or invites you to attend...”.

Please contact the Chapter office to receive a template design or samples of flyers.

Information to Include:

- Date
- Time
- Location (include full address and directions)
- “The National Association of Social Workers—NC Chapter” written out. Do not use NASW-NC.
- Name of your Local Program Unit
- Title of the presentation(s)
- Name and credentials of the presenter(s), Presenter biographies are optional.
- Name of any sponsors
- Number of “Contact Hours of Continuing Education” they will receive. Not CEUs! CEUs are an entirely different entity and are not needed by social workers licensed or certified in the state of NC.
- The name, phone number, and email address of the LPU Chair(s) to contact in case of questions and or RSVPs
- Information about food and beverage. Will it be provided? Should they bring their own? Do beverages need to have tops? Is it not allowed?
- Cost for NASW-NC Members and for Non-Members
- Deadline for RSVPs
- Some have a registration form that must be mailed to a particular address with payment by a particular deadline. These often ask for name, address, email address, and work phone. This can create an additional email and land mail address list for mailings. Most often this is done for 1/2 day and full day events where there is a larger registration fee (\$30-\$60) that is required to be mailed with the registration form. This helps planners
- to know how much food and beverage, how many handouts to make, and how many seats to have for attendees.

APPENDIX C: NASW-NC DISTRICTS



District A/Coastal District

Beaufort	Craven	Greene	Lenoir	Pamlico	Tyrell
Bertie	Currituck	Halifax	Martin	Pasquotank	Washington
Camden	Dare	Hertford	Nash	Perquimans	Wayne
Carteret	Edgecombe	Hyde	Northampton	Pitt	Wilson
Chowan	Gates	Jones			

District B/Central District

Chatham	Franklin	Johnston	Person	Wake
Durham	Granville	Orange	Vance	Warren

District C/Piedmont District

Alamance	Davidson	Forsyth	Randolph	Stokes	Yadkin
Caswell	Davie	Guilford	Rockingham	Surry	

District D/South Piedmont District

Anson	Catawba	Gaston	Lincoln	Rowan	Union
Cabarrus	Cleveland	Iredell	Mecklenburg	Stanly	

District E/Western District

Alexander	Buncombe	Clay	Jackson	Mitchell	Transylvania
Alleghany	Burke	Graham	Macon	Polk	Watauga
Ashe	Caldwell	Haywood	Madison	Rutherford	Wilkes
Avery	Cherokee	Henderson	McDowell	Swain	Yancey

District F/South Central

Bladen	Hoke	Pender
Brunswick	Lee	Richmond
Columbus	Montgomery	Robeson
Cumberland	Moore	Sampson
Duplin	New Hanover	Scotland
Harnett	Onslow	

District G/International

NASW members outside of United States

APPENDIX D: REDUCE COST & INCREASE INCOME CHECKLIST

Ways to Reduce Costs:

- Find a free location
- Create a flyer that includes all of the information for 6-9 events
- Ask presenters to present for free
- Find sponsors for food and beverage, handouts, and audio/visual equipment, or decide not to provide these items
- Find sponsors for mailings

Ways to Increase Income:

- Find sponsors for food and beverage, handouts, and audio/visual equipment, or decide not to produce these item

NASW-NC
Local Program Units
PO Box 27582
Raleigh, NC 27611-7582
Phone: (919) 828-9650 or (800) 280-6207
Fax: (919) 828-1341
Email: valerie@naswnc.org

APPENDIX E: LPU Chair and Committee Member Agreement

This agreement is between NASW-NC and _____

- I will act in the best interest of the Association and manage its affairs with diligence and prudence.
- I will read and review the NASW-NC LPU Manual, Association correspondence and NASW publications to prepare for LPU meetings and to stay abreast of Association happenings.
- I will maintain my NASW membership. If unable to do so, I will communicate this with the NASW-NC Chapter and know I will no longer be eligible to Chair the LPU or represent NASW-NC.
- I will schedule at least 4 LPU meetings per year.
- I will actively communicate and respond to the NASW-NC office regarding LPU meetings, member feedback, and requests for information.
- I will actively manage their LPU budget and submit receipts, payments, and meeting rosters within one month of LPU meeting.
- I will avoid conflicts of interest and will not personally benefit in any monetary or material way from transactions with, for, or on behalf of the Association.
- I will disclose any potential conflicts of interest to the Association.
- I understand I will be acting as a representative and member of NASW North Carolina and will communicate Chapter updates with Local Program Unit attendees.
- I will promote the good name and interests of the Association outside the organization and seek to have others hold it in high esteem.
- I will inform NASW-NC when they are no longer able to perform their duties as Chair or need additional assistance from NASW-NC.

I recognize that the NASW-NC Local Program Units were designed as a benefit for the members of NASW-NC. I will actively encourage membership among nonmembers and communicate the benefits of joining NASW.

I have read, understand, and agree to the terms above.

LPU Chair Signature: _____ Date: _____