

# Social Work Organization

The Social Work Organization, commonly referred to as S.W.O., was originally organized and established by the Social Work students in 1975.

- S.W.O. engages in fund-raising projects, organizes a monthly SWO newsletter, holds membership recruitment drives, and aide community outreach programs working with local agencies, groups, and news media.
- Additionally, SWO, co-sponsors community workshops and projects. Business meetings are held once a month and open to all students.
- Social Work majors are strongly urged to join the organization. Participation is solicited at all academic levels of the major.
- Program meetings are open to all University students and the community.
- Through S.W.O., students assist with planning and initiate an annual "Social Work Day" now "The Annual Social Work Conference" coinciding with National Social Work Month in March.
- Fund Raising Events are planned by SWO and held to benefit specific identified individual, group, campus, and community needs.
- Membership in SWO is a great opportunity to begin to collaborate with fellow students, TO develop supportive academic relationships, and to build professional and community relationships.



Annually officers are elected from the SWO membership. The duties of the Social Work Organization officers are:

### **Duties of the SWO President**

- Plan, delegate, and evaluate, set goals and create ideas, tone, and direction
- Facilitate process of complete and submit organization renewal information for Student Engagement annually.
- Coordinate developing request for funding for special programming from Student Engagement
- Meet regularly with SWO Advisor and keep him/her apprised of activities of organization
- Attend all SWO meetings, or appoint an appropriate representative
- Facilitate all meetings of the organization and serve as official representative
- Standing Member of the Shoals Family Success Board
- Provide a smooth transition to the incoming President
- Attend all meetings

### **Duties of SWO Vice President**

- Perform the duties of the president in his/her absence
- Serve in partnership with the President, as a leadership team
- Leads membership recruitment activities
- Can serve as parliamentarian
- Facilitate and Coordinate Bulletin Boards, as necessary
- Post SWO activities and Announcements on SWO Bulletin Board
- Attend all meetings

### **Duties of an Organization Treasurer**

- Collects membership dues, provides receipts, and deposits monies to University Business Office
- Deposits any funds from fund raisers to the University Business Office
- Keep an accurate record of the deposits and withdrawals along with the balance in the SWO
- Report balance in SWO account at each meeting
- Prepare and adhere to an approved budget for events
- Attend all meetings

### **Duties of an Organization Secretary**

- Record accurate minutes of all meetings
- Update all roster/ email information (i.e. addresses, phone numbers, email address, etc.)
- Email a copy of minutes to all SWO members, advisor, and faculty
- Maintain official membership record
- Attend all meetings

### **Duties of the Historian**

- Plan and organize the Social Work Department Bulletin Boards on the 3<sup>rd</sup> Floor.
- Record SWO events through picture and video, when necessary.
- Post SWO meeting announcement Notices on doors and White Boards in Room 314 and 316.

- Publicize Social Work Organization events through flyers and brochures.
- Be present at all events to take pictures and compile a history of SWO for the year with pictures, flyers, announcements, and newspaper clippings.
- Maintain the SWO camera and necessary supplies.