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## **Master of Social Work Student Association**

Officer Information Packet – last revised 2018

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The purpose of this manual is to inform new members of the MSWSA of their roles and responsibilities. This is not meant however to be an absolute authority for the governance of the MSWSA. Officers should feel free to deviate from and or update this format as needed.

MSWSA Mission Statement: *“We, the Masters of Social Work Student Association are committed to ensuring that the education of each student prepares them with the knowledge, skills and values to go forth and serve individuals, families, neighborhoods, communities and nations; and in promoting social justice, preserving the dignity and worth of the person and supporting the importance of human relationships.”*

### **MSWSA Objectives:**

1. To promote unity among the students
2. Be active in our community through service
3. Represent students at faculty meetings
4. To support the National Association of Social Workers
5. To promote public awareness of the Social Work Profession

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### **Officer Positions and Responsibilities:**

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#### **President:**

One second-year student is elected to be President. There are six primary responsibilities for this position. They include (1) oversight and supervision of MSWSA activities, (2) scheduling and facilitating MSWSA meetings, (3) Sitting on the FHSS council to represent the School of Social Work (meets monthly) (4) conducting annual elections for MSWSA officers. (5) Plan the MSW float or participation in the homecoming parade at the beginning of Fall semester and (6) Organize and purchase the class gift for the 2<sup>nd</sup> year students.

1. Through oversight and supervision, the President ensures that MSWSA activities are executed through delegation and support. He/she organizes planning efforts, is an example of effective leadership, and resolves potential conflicts.
2. The President plans agenda items and decides where, when and how often the MSWSA will meet.
3. The President attends the monthly FHSS Council, representing the School of Social Work.

4. Elections are held once a year for first year and second year students. For first year students elections occur in September of the first fall semester and for second year students in March of the first winter semester before the outgoing students graduate in April. Student officers are elected to serve for a fall/winter term. There is overlap however during the spring/summer semesters where typically the newly elected second year officers are supported by their first year cohort officers leaving office. The process of electing officers is as follows: students are informed of the opportunity to serve, they are educated on the roles and responsibilities of each position, through an anonymous process they express their interest in being part of the MSWSA of which those persons are later tallied and voted on anonymously in class the following week when most students are available to vote. Hosting elections in one morning, doing it over the internet or not involving everyone can potentially cause conflict especially for first year students that are not well acquainted with the cohort or the MSWSA system.
5. The President will organize participation in the BYU Homecoming parade if desired.
6. Near graduation, the President will organize the purchase of a class gift for the school of Social Work.

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**Secretary:**

One first or second year MSW student is elected as secretary. The secretary assists the president in his/her responsibilities including 1) keeping a record of all MSWSA activities and events, 2) tracking the yearly budget, and 3) writing a summary of activities at the end of the year to archive in the School of Social Work files.

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**Activities Chair:**

For this role there should be two students elected, one representative for each MSW year. There are four specific responsibilities for this position. They are (1) Manage and budget the \$25.00 dollar student fee account according to the wishes of their MSW class, (2) Plan and organize the Turkey Bowl, Christmas Party, Graduation Dinner (2<sup>nd</sup> year only) and Closing Social (1<sup>st</sup> year only) (3) Recognize Birthdays/Weddings/Babies/Illness or death and (4) Focus on building student relationships within their own MSW year (1<sup>st</sup> year rep. plans 1<sup>st</sup> year activities and 2<sup>nd</sup> year rep. plans 2<sup>nd</sup> year activities).

1. It is the role of the activities chair to decide how best to use the budget which all of the MSW students have contributed to (\$25.00 each). Traditionally the majority of the money is spent on the formal Graduation dinner. It is important that the Activities chair use the money as the students in the cohort would like it spent.

2. The activities chair organizes the following annual events; Turkey Bowl, Christmas Party, Graduation Dinner (2<sup>nd</sup> year only) and Closing Social (1<sup>st</sup> year only). Traditionally the Christmas party includes white elephant gifts, a talent show and a visit from Santa Clause for the children. The Turkey Bowl is generally played between 1<sup>st</sup> and 2<sup>nd</sup> year students. It takes place the Saturday before Thanksgiving on a BYU field, using intramural flags for flag football (must call the intramural office at least a month in advance to get the flags). The Graduation Dinner is traditionally held in the BYU Skyroom restaurant and catered by BYU Catering. The activity chair is encouraged to be creative in organizing these events and does not need to follow previous years' traditions. For instructions on how to spend money from these funds consult the School of Social Work Office Manager.
  3. The activities chair may organize recognition of birthdays, weddings, babies and illness. Small gifts or cards may be purchased through the activities fund. Typically if a student gets married, has a baby or experiences illness or loss, a small gift is given from the class. Some classes desire to recognize birthdays with a card and a candy bar.
  4. The activities chair may spend their budget money on activities for their specific year. These activities could include bringing a meal for after class, planning a bowling night at the Wilkinson Student Center, etc. The chair should find activities which are appealing to the entire class and that will unify the cohort.
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#### **Advisory Council Representative:**

Two students are elected to be Advisory Council Representatives, one representative for each MSW year. There are four specific responsibilities for this position. They are (1) attend bi-annual Advisory Council meetings for the School of Social Work and provide a student perspective to council members, (2) plan a "Brown Bag Lecture" each semester, (3) act as the MSW student representative for the community through publicity and other means, and (4) plan a Fall service project for all of the MSW students.

1. The Advisory Council Representative acts as a voice for the students during Advisory Council meetings twice per year in January and September. It is the responsibility of this officer to inform students of their role so that students can share their perspectives' with this individual.
2. The Advisory Council Representative assumes the role of networking students to scholarly opportunities through the Brown Bag lunch lectures. The Advisory Council reps. should plan one Brown Bag lecture each semester and should focus on finding speakers and topics which are appealing to the MSW student body. It is important that the speakers are approved by the Graduate Coordinator before the lecture takes place.
3. Many social work projects facilitated by the MSW student body are worthy of community attention. The Advisory Council Representative is encouraged to initiate contact with media institutions such as the Daily Universe or the Daily Herald when worthy projects arise. Also if the community is looking a student spokesperson for the School of Social Work this person would most likely be the Advisory Council Representative.

4. Because the Social Work profession focuses on service, there should be one MSW service project during each semester. The Advisory Council reps are responsible for planning a service project during the Fall semester. This service project should be in conjunction to BYU's connection and relationship with The Boulders community. This student should work to involve all MSW students in the service project.

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### **MSW Student Representative:**

Two students are elected to serve as the MSW Student Representatives, one representative for each MSW year. There are three specific responsibilities for this position. They are (1) represent student perspectives in monthly faculty meetings, (2) advise students on faculty perspectives and, (3) plan the service project in conjunction with the March is Social Work month lecture series (Winter service project).

1. The MSW Student Representatives meet directly with the director of the MSW program as needed. Reasons for meeting with the director primarily include discussing concerns that the majority of students are expressing.
2. The MSW Student Representatives take note of items discussed with the director and distributes this information to the general student body.
3. The MSW Student Representatives will be in charge of planning the Winter service project for the entire MSW program. In conjunction with National Social Workers Month in March the activities chair will organize a service project involving the greater BYU community. Many successful projects have been completed over the years. There is no specific direction on what type of service project to host however the purpose is to reinforce the service orientation of social work to the community. Service projects that have been done include collecting socks for children in Uganda, creating care packages for families that lose their children at birth, gathering supplies to be donated to local charities and so forth.

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### **Graduate Student Society (GSS) Representative:**

Two students are elected to serve as the GSS Representative, one representative for each MSW year. There are four specific responsibilities for this position. They are (1) represent the School of Social Work within the Graduate Student Society and visa versa, (2) attend bi-monthly GSS meetings. (3) Participate in various projects, activities, lectures and banquets sponsored by the GSS and (4) keep MSW students who are single, informed with the GradConnect club on campus (helping them to meet other single graduate students).

1. The GSS is an important organization for all graduate students. Its mission is to *enrich* the BYU graduate student culture by providing events that promote intellectual growth, professional development, spirituality, and social interaction. *Enhance* the BYU graduate student experience by providing a campus-wide voice for graduate student needs and concerns. *Encourage*

scholarly and creative contribution by promoting innovative research and field-preparation opportunities. It is the role of the GSS representative to disseminate information from this society to MSW students and vice versa. Access to the GSS homepage can be found through this URL: [www.byu.edu/gss/](http://www.byu.edu/gss/)

2. The GSS representative attends bi-monthly meetings as directed by the GSS. Feedback is encouraged at these meetings. Typically these meetings solidify activities the GSS is hosting.
3. GSS representatives support GSS projects, activities, lectures and banquets by attending, ushering, organizing and so forth. Also the GSS representative encourages students within the MSW program to participate in these activities. There are two banquets hosted by the GSS that students enjoy attending. One is an opening banquet, another is a spirituality banquet. Reservations need to be given for both through the GSS website. The GSS representative can help students participate by showing them where to RSVP. Through the GSS students can also apply for research presentation awards. GSS representatives help adjudicate these applicants.

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#### **Student Mentor Liaison:**

One 2<sup>nd</sup> year student is elected to Student Mentor Liaison. There are three major responsibilities for the student mentor liaison. They are: (1) Connect the 1<sup>st</sup> and 2<sup>nd</sup> year MSW students by pairing them up in mentorships (2) Plan an opening social for both years to meet and connect with each other and (3) Serve as a support to the Activity chairs whenever an event for both years is being planned (i.e. Turkey Bowl, Christmas Party, etc.)

The student mentor program was created for student recruitment and sustainability purposes. This program supports the students applying to the BYU MSW program as well as the students currently admitted into the MSW program primarily those within their first year. Foreign students, non-traditional students, out of state students or traditional students can all benefit from the support of a second year student. Second year students aid in answering questions about professors or courses, needed materials, class locations, the do's and don'ts, etc..

1. The mentor liaison's specific purpose is to bridge the gap between the first year and second year students. They will be in charge of assigning mentorships PRIOR to the start of the Fall semester. They should work to ensure that the students understand the role and purpose of their mentor.
2. The opening social should occur during the first 2 weeks of classes and should be publicized to both years.
3. Because the activities chairs have a large load of responsibility, it is expected that the mentor liaison will work closely with them whenever an activity for both years is being planned.

## **NASW Representative:**

One student is elected to be NASW Representative. There are three specific responsibilities for this position. They are (1) participate as an NASW Board Member (2) join and recruit other MSW students to join NASW and (3) host a social welfare symposium on campus during Social Work month in March of each year.

1. The NASW representatives officiate as board members within the NASW Utah Chapter. Board members are expected to participate in quarterly Chapter meetings typically via phone through a teleconference system, assist in annual NASW conferences or workshops, provide feedback for state legislation relative to the field of social work and act as a liaison between the BYU School of Social Work and the Utah NASW Chapter. The NASW currently meet on Thursday afternoons, every other month.
2. Every year in January the NASW launches a campaign to recruit new members. It is the NASW representative's responsibility to organize and facilitate this campaign on BYU campus, specifically within the School of Social Work. The NASW representatives assume the role of informing fellow students of the benefits associated with being a member of the NASW and answers questions students might have about this organization. Primary benefits of membership with the NASW are outlined in this brochure following this link: <http://www.socialworkers.org/marketing/membershipbrochure.pdf>
3. March is Social Work month. Because of this the NASW works to highlight social work community services through various workshops and symposiums. It is encouraged that the NASW representatives organize and facilitate a symposium on BYU campus that showcases a specific social work theme. Organizing this symposium usually entails selecting a theme (themes should be approved by director of the School of Social Work), identifying speakers, scheduling venues and creating posters for advertising. The planning of this event should begin in November and the NASW reps. should keep the Social Work Office Manager informed in the process.
  - Submit speaker CV and bio to Graduate Coordinator and Director
    - If inviting School only, approval from Department
    - If inviting College, approval from Dean's office
    - If inviting University, approval from Dean's office and AVP's office
  - Speaker approval can take 2-3 weeks. Speakers cannot be invited to speak until AFTER approval is received. Plan enough time before your event to get the speaker approval, issue invitation and invite attendees.

The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with 150,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.

The Utah NASW Chapter is located on the campus of the University of Utah, College of Social Work room 229. To contact this Chapter use the following information: phone: 801-583-8855, e-mail: [office@utnasw.org](mailto:office@utnasw.org), Chapter website address: [www.utnasw.org](http://www.utnasw.org). For BYU campus support refer to the NASW faculty representative or the MSW student secretary.

\*NOTE: The above responsibilities are outlined to ensure that each MSWSA activity has a specific officer in charge. It is expected that all officers be willing to offer help and support where needed.

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“The Spirit of the Lord is upon me, because he hath anointed me to preach the gospel to the poor; he hath sent me to heal the brokenhearted, to preach deliverance to the captives, and recovering of sight to the blind, to set at liberty them that are bruised...” - Luke 4:18