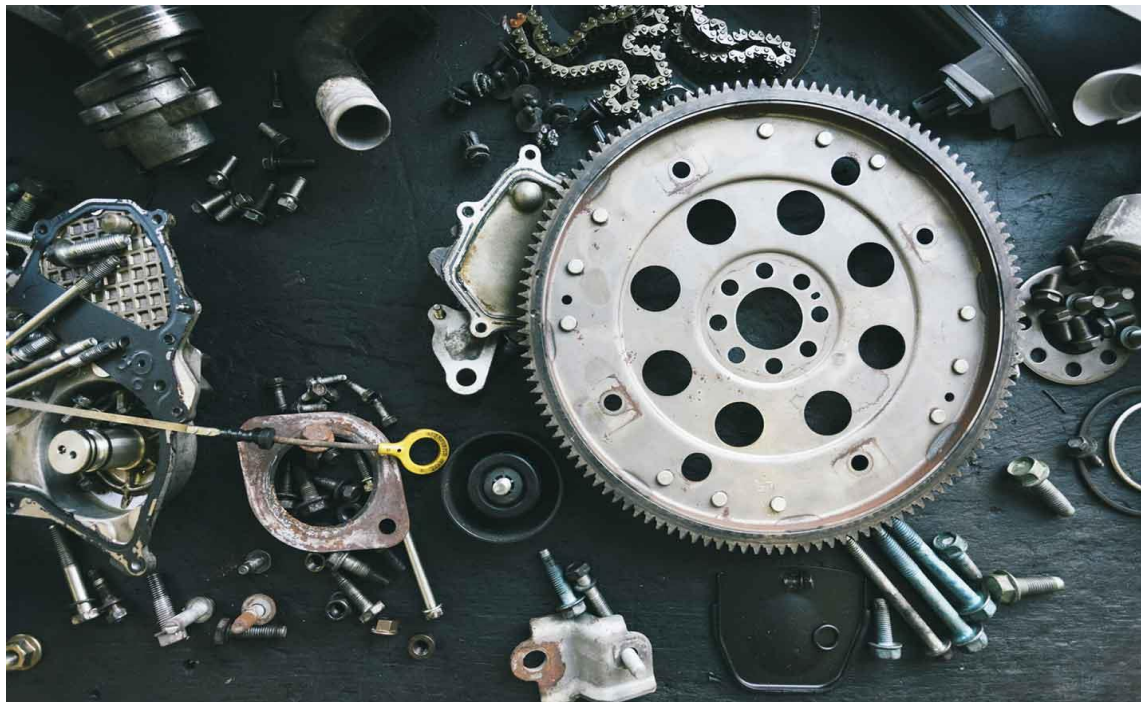


SOCIAL WORK CLUB HANDBOOK

Oakwood University, Huntsville, AL 35896

This Club allows students in the Oakwood University Social Work Department to combine their spiritual calling, career goals, leadership skills, and their innate love for serving others by challenging injustice, advocating for equality, and empowering marginalized communities.



And the King will answer them, "Truly, I say to you, as you did it to one of the least of these my brothers, you did it to Me."

Revised, August, 2017

SOCIAL WORK CLUB HANDBOOK

PURPOSE

To allow students in the Oakwood University Social Work Department to combine their spiritual calling, career goals, leadership skills, and their innate love for serving others by challenging injustice, advocating for equality, and empowering marginalized communities.

OBJECTIVES

1. To create a venue in which all students can actively engage in service-learning activities
2. To promote cultural sensitivity throughout our student body by bringing awareness to social justice issues and facilitating necessary changes
3. To develop, nurture, and affirm servant-leadership skills
4. To encourage diversity of thought by creating an arena that allows for students to express their unique perspectives on various approaches to Social Work
5. To enrich the understanding of the limitless career opportunities that exist within the field of Social Work
6. To implement peer-mentoring within the Department of Social Work
7. To understand the importance of Christianity in the field of Social Work
8. To engage members of the local Huntsville community who challenge injustice, advocate for the marginalized, and serve as positive role models
9. To sponsor fundraising activities that will support the activities of the Club
10. To promote camaraderie within the Department of Social Work

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CODE OF CONDUCT

- Members are expected to support Social Work Club activities.

Support is defined as, but not limited to:

- Regular and punctual attendance at Club meetings;
 - Active listening and contributing at each Club meeting;
 - Promoting Club events on social media, on campus, and in the community;
 - Responding to Club-related correspondences in a timely manner; and
 - Preparing the necessary resources for Club-sponsored events.
- Members must contribute the annual dues to the Club Treasurer within the designated timeframe, as established by the elected Club Officers.
- Junior and Senior Club members will serve as mentors for the freshmen and sophomores in the department. This will include activities such as:
 - Maintaining regular contact with the mentee/s and serving as a source of educational, spiritual, and moral support;
 - Responding to questions the mentee/s might have regarding a successful matriculation in the Oakwood University Social Work Department; and
 - Encouraging the pursuit of a Masters of Social Work degree (MSW).

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REQUIREMENTS FOR CLUB OFFICERS

- Must have a sincere appreciation for diversity and exhibit cultural sensitivity at all times.
- Must have a pleasant disposition based on the department's Disposition Assessment.
- Must be able to work individually and collaboratively in a team environment.
- Must be clear of any disciplinary action by the University or department.
- Must have a minimum GPA of 2.5 and have been accepted in the department as a Social Work major.

CLUB OFFICERS

President

Vice President

Social Vice President

Secretary

Assistant Secretary

Treasurer

Assistant Treasurer

Public Relations

Assistant Public Relations

Newsletter Editor

Chaplain

Sergeant-at-Arms

Parliamentarian

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PRESIDENT

- Publicly and privately upholds Christian values and morals as he/she serves as the public persona of the Club.
- Creates and implements the “vision” of the Club for each year.
- Coordinates the overall leadership of the Club.
- Initiates and leads all Club meetings.
- Ensures accountability of tasks for all Club officers.
- Maintains close contact with the Club Sponsor.
- Serves as the official liaison with other on-campus and community-based organizations.
- Evaluation of Club officers.
- Attends Department Meetings as required and informs of the club's activities

VICE PRESIDENT

- Works in harmony with the Club President.
- Actively serves in a supportive role alongside the Club President.
- Serves as Club leader in the absence of the Club President.
- Assists the Club President in coordination of Club events.
- Attends Department Meetings in the absence of the President and informs of the club's activities

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SOCIAL VICE PRESIDENT

- Plans Club activities that promote morale, education, and exposure.
- Plans, organizes and, with the assistance of other Club officers and Club members, implements fundraising activities.

SECRETARY

- Serves as the administrative support person for the Club President and Club activities.
- Serves as liaison between the Club and department administrative support personnel.
- Records the official minutes of all Club meetings, and inputs and delivers the minutes to the Club Sponsor and Department Chair via email within 72 hours.
- Holds calendar dates with all upcoming meetings and events.

ASSISTANT SECRETARY

- Assists in serving as the administrative support person for the Club President and Club activities.
- Assists in serving as liaison between the Club and department administrative support personnel.
- Assists in recording the official minutes of all Club meetings, and inputs and delivers the minutes to the Club Sponsor and Department Chair via email within 72 hours.

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ASSISTANT TREASURER

- Assists in controlling, collecting, and receipting Club money.
- Assists in transacting all financial business through the university's Club account.
- Assists in recording all expenditures and Club-generated income.

PUBLIC RELATIONS

- Promotes a positive image of the Club and the field of Social Work.
- Collates and analyzes media coverage of Club events.
- Prepares and supervises the creation of promotional Club media.
- Publicizes upcoming Club events.
- Updates information on the Club bulletin boards.
- Ensures Oakwood University Public Relations Department is aware of all campus initiatives, fundraisers, and activities.
- Knowing the email for Oakwood's Public Relations.

TREASURER

- Counts and records all money collected.
- Receipts all club money through the Social Work main office.
- Know how much money the Social Work Club has.
- When needed, know how to allocate funds from the department.
- Responsible for planning and coordinating all fundraising events with the president.

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ASSISTANT PUBLIC RELATIONS

- Assists in promoting a positive image of the Club and the field of Social Work.
- Assists in collating and analyzing media coverage of Club events.
- Assists in preparing and supervising the creation of promotional Club media.
- Assists in publicizing upcoming Club events.
- Assists in updating information on the Club bulletin boards.
- Assists in ensuring Oakwood University Public Relations Department is aware of all campus initiatives, fundraisers, and activities.

NEWSLETTER EDITOR

- Digitally highlights Club activities.
- Prepares a monthly newsletter that details every Club event, initiative, and fundraiser and emails same to all Club members, the Club sponsor, and the Department Chair.

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CHAPLAIN

- Promotes the spiritual morale within the department from freshman to seniors.
- Creates bridges to present the message, ministry, and purpose of Jesus Christ in harmony with the Word of God in everyday application to the life of the *Social Worker*.
- Discovers the spiritual needs and concerns within the student body and actively seeks God's guidance in a formal manner to address these needs.

SERGEANT-AT-ARMS

- Maintains the order between all Club members.
- Ensures that everyone's views within cabinet meetings are respected.
- Ensures that the discussion atmosphere remains open, light, and productive for the exchange and reception of ideas.

PARLIAMENTARIAN

- Advises the Club President and Club members during meetings.
- Informs the Club President of errors in parliamentary procedure if they affect the basic rights of Club members.
- Advises Club members during times when there is not a meeting.

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CLUB SPONSOR

- Is a Social Work Faculty member.
- Is an individual appointed by the Department Chair.
- Serves in a “*supportive*” role for the Social Work Executive.
- Provides counsel and leadership ideas when necessary to help guide the Club in its initiative.
- Completes performance evaluations for the Club officers (once every semester).
- Serves as the liaison between the Club and the department.

Social Work Club Officer Evaluation Form

Student: _____ Evaluation Date: _____

Please rate each student on a scale of 1 to 10. A rating of **"1"** indicates you feel there is a major problem with this issue. A rating of **"10"** indicates you feel this is a major character strength for the student, or the student has never had difficulties with this issue.

		Strongly Disagree									Strongly Agree
1.	Demonstrates the ability to relate to people with warmth and empathy, communicating feelings appropriately.	1	2	3	4	5	6	7	8	9	10
2.	Demonstrates an openness to change in themselves and others.	1	2	3	4	5	6	7	8	9	10
3.	Demonstrates a capacity to develop self-confidence and initiative in working with people.	1	2	3	4	5	6	7	8	9	10
4.	Demonstrates the ability to handle problems appropriately, and effectively deal with stress and reality.	1	2	3	4	5	6	7	8	9	10
5.	Demonstrates the ability to accept constructive criticism and suggestions in good faith by persons qualified to provide feedback.	1	2	3	4	5	6	7	8	9	10
6.	Demonstrates consistent attendance at Club meetings.	1	2	3	4	5	6	7	8	9	10
7.	Demonstrates a strong work ethic in the completion of tasks.	1	2	3	4	5	6	7	8	9	10
8.	Demonstrates a willingness to effectively work with others.	1	2	3	4	5	6	7	8	9	10
9.	Effectively and appropriately communicates with other Club officers.	1	2	3	4	5	6	7	8	9	10
10.	Produces quality work in their assigned area.	1	2	3	4	5	6	7	8	9	10

Total Points = /100

