



U.G. Department of Social Work (BSW)

Madras School of Social Work

32, Casa Major Road, Egmore, Chennai - 600008

Date: 25.01.2022

Election of Vidiyal Forum Office Bearers - 2021 - 2022

This is to inform all the students of B.S.W. Department that the Election of office bearers for Vidiyal Forum - 2021 - 2022 for the below mentioned posts will be held on 27th January 2022 at 11:00am through Online mode.

Interested students can file the nominations through the below link. Filing nominations will be open till 26th January, 2022, 4:00pm.

S N	Year	Name of the Post	No. of Posts
1.	III Year	President	1
2.	III Year	Secretary	1
3.	III Year	Treasurer	1
4.	II Year	Vice President	1
5.	II Year	Joint Secretary	1
6.	I Year	Executive Members	5

[Submit Nomination Form](#)

Mr. S. Xavier Vivek Jerry ,
Asst. Professor & Forum Co-ordinator,
BSW Program,
Department of Social Work,
Madras School of Social Work.

Dr. A. Thirumagal Rajam,
Asst. Professor & Program Head,
BSW Program
Department of Social Work,
Madras School of Social Work.



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Roles and Responsibilities of Office Bearers

President

The president directs the group's activities and guides the committee meetings. The president has a clear understanding of the group's interests, lets everyone have their say and makes sure that the rules and regulations of the college are upheld. The president is responsible for making sure that the agreed tasks are carried out, and making decisions between meetings if necessary. Before meetings the president should plan and understand the agenda and ensure all necessary information is available. At meetings the president should welcome everyone, introduce new members and visitors, ask for any apologies and check if the minutes are an accurate record of the previous meeting. During meetings the president should introduce each item and its purpose, request contributions, encourage participation, ensure others do not dominate the meeting, delegate tasks, record votes if necessary, and make sure the meeting keeps to time. At the end of each meeting the president should allow time for "any other business", confirm the time, date and location of the next meeting, close the meeting and thank everyone for attending.

Vice - President

The vice president assumes the role and responsibilities of the president in his/her absence.

Secretary

The secretary is responsible for taking and circulating minutes, preparing agenda for meetings, organising paperwork and correspondence, distributing information to members, Forum Co-ordinator, Program Head and keeping members up-to-date about dates for other meetings and events.

The secretary should:

- Prepare an agenda in consultation with the president.
- Arrange and book a suitable venue for the meeting and guest speaker if necessary
- Send notice of the meeting and agenda to all the forum members, faculty members so that they will receive them at least a week before the meeting is arranged.
- These should always be sent out even if the meetings are held at the same time and place each week or month
- Keep a complete, approved and signed up to date set of minutes.
- Attend all incoming and outgoing correspondence.
- Make phone calls and gather information
- Maintain minutes and records in an accurate filing system
- Keep diary of forthcoming events
- Keep record of everyone attending the meeting or collect their names in an attendance book
- Record apologies of absence
- Ensure a quorum is present before any business is done
- At the meeting – read minutes of the previous meeting (unless already sent out) and obtain the president's signature for the official copy.
- At the meeting – read out all correspondence received and report any action taken since the last meeting, and Ensure that the president and faculty members are supplied with all necessary papers and information relevant to the meeting.

Treasurer

The treasurer looks after the forum's income and expenditure by keeping the finances up-to-date, keeping track of receipts and bank statements and compiling financial reports detailing income and expenditure. The treasurer is responsible for budgeting for the forum activities and preparing annual financial accounts that must be checked by the Forum Co-ordinator and Program head.

The treasurer should:

- Operate a clear and accurate book-keeping system.
- Be responsible for proper handling of the finance of the Forum.

Before the meeting:

- Prepare a financial report before each meeting
- Check if all the members have paid their subscription (if applicable)
- Ensure all approved bills are paid

At the meeting:

- Present a report of money paid into the account
- Bring all account books to the meeting so that he or she can answer any questions
- Advise the group on the amount of money available for the forum's work and highlight any possibility of excess spending Collect any subscription (if appropriate)

At the Annual General Meeting (AGM):

- Prepare a financial statement for audit prior to the AGM
- Present the balance sheet and financial statement at the AGM after they have received audited accounts

The Executive Members & Other Members:

They should:

- Attend meetings punctually
- Arrive prepared with agenda and relevant papers
- Stick to the agenda
- Work as a team
- Support and encourage members
- Discourage domination by one or a few
- Take action on tasks identified from the previous minute
- Vote on issues
- Assist with projects, fundraising etc...
- Aim towards constructive discussion and decisions
- Stick to the democratic decisions of the forum