



ASSOCIATION FOR SCHOOLS OF SOCIAL WORK IN AFRICA (ASSWA)

2025 EXPRESSION OF INTEREST

ASSWA is calling for Expression of Interest for the following positions:

1. President
2. Treasurer
3. Secretary

Responsibilities of President:

- a) Is the official representative of the Association and shall preside at meetings of the Executive Management Committee and General Assembly;
- b) Shall act as head of the Association in the direction of its business and shall sign on behalf of the Executive Management Committee any relevant contracts in the name of the Association;
- c) Perform other duties which ordinarily devolve upon the President of a Non-Profit Association.

Responsibilities of Treasurer:

- a) Shall collect and receive funds for the Association. This includes invoicing members for, and following up on outstanding, membership fees;
- b) Shall deposit funds in an authorized bank account in the name of the Association. The Executive Management Committee shall have the necessary authority to authorize & open bank accounts in the name of the Association;
- c) Shall disburse funds upon authorization of the Executive Management Committee or President;
- d) Shall render a finance report to the Executive Management Committee and General Assembly at their meetings or whenever requested;
- e) Shall maintain and keep the financial records and documents, ensure that the books are properly written up and that annual financial statements are prepared, in terms of the Constitution, within eight months of the financial year end.
- f) The Treasurer together with the Executive Management Committee are responsible to ensure that the annual financial statements are properly approved, and that income tax returns and other statutory returns are submitted when due or required.

Responsibilities of Secretary:

The Secretary –

- a) Shall record the proceedings of all meetings of the Association;
- b) Shall be custodian of all the records of the Association;
- c) Shall, in cooperation with the Treasurer, maintain and update a membership list at the end of every financial year.
- d) Shall perform such other duties which ordinarily devolve upon the Secretary of the Association.

The duration of these positions is 3 years.

Eligibility:

The candidates must be full members of ASSWA (belong to an institution that is a fully registered member of ASSWA).

Note that these are voluntary roles and there is no payment for the work required. Hence, leaders must ensure their availability and genuine commitment to organise and participate in the activities of the association

Specifically for President:

Previous experience as a board member is desirable. They need to possess demonstratable leadership skills, report writing skills, strategic planning and should be visionary

Specifically for Treasurer:

Budgeting skills and experience in managing finances; interest in recruitment and management of membership on behalf of the association.

Specifically for Secretary:

Demonstrable administrative skills, report writing are desirable

The deadline for submission of expression of interest is May 30th 2025

Submit to asswa.exec@gmail.com

CC: secretary: charlotte.tusasiirwe@gmail.com

Nomination for the Position of: _____	
Nominee:	
Name of School / Department:	
Position Held at Home university:	
Work Address:	
Email Address:	
Phone:	
Fax:	
Proposer:	
Name	
Home University:	
Name of School / Department:	
Position Held at Home University:	
Work Address:	
Email Address:	
Phone:	
Fax:	
Seconder:	
Name:	
Home University:	
Name of School / Department:	
Position Held at Home University:	
Work Address:	
Email Address:	

Please confirm that you have attached the following:

A full CV of the candidate

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A brief biographical statement of the candidate

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A motivation (substantiating your choice of the candidate) of no more than 250 words*)

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*) Please consider aspects such as the candidate's vision for ASSWA, his/her experience, ability and willingness to contribute to the development of social work practice, teaching & learning, and scholarly work in Africa and beyond. Also consider the candidate's motives for standing for office, his/her consistency of work, as well as his/her ability to function within a team.