

Special Interest Group Housekeeping

Is the responsibility of the IASW Admin Team and SIG Chair & Secretary

	Responsible	Action	Notes
IASW attendance at SIG Meetings	SIG & IASW Office	<ul style="list-style-type: none"> - A member of the IASW Admin team will attend the following SIG meetings: AGM, Re-establishment of a SIG, Opening of a SIG & Closure of a SIG. - Due to limited resources the IASW Admin Team are unable to attend additional SIG or SIG Committee meetings, unless it is deemed necessary by the SIG Chair and Office Manager. 	
SIG Database (mailing list)	IASW Office	<ul style="list-style-type: none"> - SIG databases will be, updated, maintained, and stored on the IASW system. - A list of SIG members (first & surname only) will be shared with the Chair & Secretary of the SIGs, as/when is needed. - SIG Committee members can communicate with each other directly, in regard to the business of the committee. 	As per GDPR guidelines SIG databases cannot be shared with SIG members.
New Members joining or leaving a SIG	SIG & IASW Office	<p>SIG</p> <ul style="list-style-type: none"> - Reminder Social Workers (SW) looking to join your SIG must be an IASW member. - Invite the SW to contact the IASW office re. joining the SIG. <p>IASW</p> <ul style="list-style-type: none"> - Will add the SW contact details to the SIG database. - Will update their profile on their IASW account. - If membership lapses, the member will be removed from SIG list. - The weekly SIG bulletin will include the names of new members to the SIG. 	

Weekly Bulletin incl. Invites, Representations, etc.

IASW Office

- Collate invitations received and disseminate via email on Thursday to SIG members.
- SIG members will respond directly to invites included in the 'Weekly Bulletin'.
- RSVPs will be accepted on a first come first served basis unless an application or EOI form is required.
- Representative logistics information will be shared with the participant and Chair of the SIG, as an FYI for the Chair.
- SIGs can include updates in the bulletin, information must be sent to administrator@iasw.ie **no later than 9am Thursday morning.**

Bulletin will be sent using Bcc function. Members will be unable to use 'reply all'.

Virtual & In-person meetings

SIG & IASW Office

In person Meetings

- Due to limited financial resources, we are unable to fund the hiring of rooms for SIG meetings; however, exceptional circumstances can be considered by the IASW treasurer. Please contact administrator@iasw.ie

Virtual Meetings via Zoom

SIG

- Email administrator@iasw.ie no later than **five working days** in advance of your meeting with your meeting date/time.
- The SIG may forward a copy of the minutes of meetings to administrator@iasw.ie. Minutes can be uploaded to your SIG webpage and included in the weekly SIG bulletin.

See IASW Zoom Etiquette & Best Practice for more information.

Please **do not** share SIG meeting login details, without the permission of the IASW Office.

IASW

		<ul style="list-style-type: none"> - Schedule the meeting in Outlook, invite will include Zoom call details and will be shared with SIG members. - Response requests can be included in the Outlook invite to establish numbers participating in the meeting - Zoom account login details will be shared with the Chair of the SIG. 	
Press Release, Statements, Correspondence	SIG	<p>Important: As per SIG TOR's all communication to external bodies from SIGs shall be approved in advance by the IASW Chair. The name of the Association, the logo, or the address of the Headquarters or of any committee or Group, shall not be used otherwise than in connection with Association business and approved by the IASW Chair.</p> <ul style="list-style-type: none"> - SIG's wishing to publish research or a position paper, prepare a submission, issue a press release, communicate with external bodies, should contact officemanager@iasw.ie. - The IASW runs on very limited resources, the admin team & IASW Chair need as much notice as possible to facilitate requests for publications, communications, etc. 	A copy of the IASW Press Release Checklist will be available by 28 Feb.
IASW Quarterly Newsletter	SIG	<ul style="list-style-type: none"> - The IASW offices issues four newsletters per year, we encourage you to provide an update to this newsletter at least once a year. We will notify you a few weeks in advance of publication with a call for articles. 	
What's App Group	IASW Office	<ul style="list-style-type: none"> - SIG Chairs will be contacted on occasion via the SIG Network What's App Group re. reminders, notes on important emails sent, reply to requests. 	See IASW What's App Group T&Cs for more information
SIG Webpages	SIG & IASW Office	<ul style="list-style-type: none"> - Each SIG has their own page on our website. KEEP YOUR PAGE UP TO DATE on all the work your SIG is doing! 😊 - Email updates to administrator@iasw.ie 	https://iasw.ie/Social-Work-Special-Interest-Groups

- We can only include the names of the committee members due to limited admin resources.

SIG Annual General Meeting

SIG & IASW Office

SIG

- As per SIG Terms of Reference, SIG's must hold an AGM & elect a new committee. Please email administrator@iasw.ie to schedule your AGM.
- SIG Chair & Secretary to review and adhere to the IASW SIG Annual General Meeting Checklist.

IASW

- Schedule the meeting in Outlook, invite will include Zoom call details and will be shared with SIG members.
- Zoom account login details will be shared with the Chair of the SIG.
- Where possible a member of the IASW Admin team will attend the SIG AGM to oversee procedures and provide support.

SIG AGM Checklist is in progress to be shared with SIGs before 28Feb.

IASW Annual General Meeting

SIG

- SIGs shall prepare an annual report on their activities and membership each year in advance of the Associations AGM.
- The Chair of the SIG should attend the IASW AGM, or shall appoint another SIG member to attend in their absence

SIG Network & Lunchtime Gatherings

SIG

- IASW SIG Network meets twice per year
- 'Lunch Time Gatherings' are held four times per year. SIG Chairs meet with the IASW Chair and staff team to discuss the activities of the SIG's and cross SIG issues.
- SIG Chairs are asked to prepare and present a short report (there is no template, should be less than 500 words) on the activities of their Group during the previous period and future plans.

Meetings are scheduled by the IASW Office

Research	IASW Office	<ul style="list-style-type: none"> - If you wish to carry out Research, please email officemanager@iasw.ie for a copy of our Research & Ethics Protocol.
Survey Monkey	IASW Office	<ul style="list-style-type: none"> - If you wish to avail of the IASW survey monkey account, please email officemanager@iasw.ie
CPD Events	Cliona	<ul style="list-style-type: none"> - To find out more about holding a CPD event please email cpdofficer@iasw.ie or call 086 7879752 - See SIG TORs for further information on SIG CPD Events.