



## **Social Workers' Association of Zambia**

Plot# 6814 Kabile Road, Off Katima Mulilo Road, Olympia Extension Lusaka

P.O. Box KL77 Lusaka. Telephone: +260 211844047

Email:swazzambia@yahoo.com | info@swazzambia.org

www.swazzambia.org

---

### **Minutes of SWAZ Extra-ordinary Executive Committee Meeting**

Date and time: **26<sup>th</sup> March, 2018 – 14:10 hours**

Venue: **SWAZ Head Office, Olympia Extension.**

Time: 14:10 Hours

#### **Members Present**

- |                          |                       |
|--------------------------|-----------------------|
| 1. Dr. Mukuka – Chairman | 6. Joseph S. Munsanje |
| 2. Natalia R. Mwanza     | 7. Joachim C. Mumba   |
| 3. Yetambuyu Mumbuna     | 8. Fred Moonga        |
| 4. Ireen Kabembo Kangwa  | 9. Patrick Chanda     |
| 5. Jeffrey Zulu          |                       |

#### **Apologies**

1. Tukiya Muumbe Mukala

#### **Agenda**

1. Opening Remarks
2. Review and adoption of agenda
3. Review and adoption of Previous minutes
4. Security at Secretariat
5. Replacement of Stolen Equipment
6. Staffing at Secretariat
7. Nomination of Mr. Joachim Mumba to contest the post of IFSW Africa Region Vice President
8. Upcoming partnerships and MOUs
9. Update on the Professional Social Workers Bill
10. AOB
11. Date of Second Quarter Executive Committee meeting
12. Closing of meeting

## **1. Opening Remarks**

The chairperson welcomed everyone in attendance and extended his gratitude to the members for making time to attend. However, he mentioned that it was prudent for members to be on time for meetings considering that the meeting started 30 minutes late.

## **2. Adoption of the agenda**

The adoption of the agenda was proposed by Mr. J. Munsanje and was seconded by Mrs. Ireen Kangwa.

## **3. Review and adoption of Previous minutes**

It was agreed that this item be deferred to the next meeting as the convened meeting was ad-hoc and extra-ordinary in nature. The meetings resolved that minutes for previous meeting shall be tabled during the scheduled quarterly meeting and not ad-hoc meeting.

## **4. Security at Secretariat**

The Secretary General informed the meeting that there was a breaking and items stolen were the 2 computers, a fan, printer and a kettle.

### **4.1 Way forward**

There is need to re-enforce security by adding another layer of burglar bars in the office area and boardroom. In the same vain it was discussed that the window which was tempered with be welded immediately and curtains or blinds be put to keep people from seeing what is inside. Add a laser wire to the fence and bring in CCTV or hire a security company that has a dog.

#### **4.1.1 Resolution**

- a) The meeting resolved that Secretariat fortifies the office through welding/reinforcing burglar bars on the windows.
- b) The meeting resolved that Secretariat proceeds to procure and install blinds or curtains to prevent intruders from seeing what is inside the office.

## **5. Replacement of Stolen Equipment**

The Secretary General reported that 2 laptops that were being used by AIHA would be donated to SWAZ as a replacement of the stolen Desktop computers along with a printer used by the Zambia Rising project at the Ministry of Community Development and Social Services.

### **5.1 Resolution**

- a) The meeting resolved that Secretariat proceed with procurement of a color printer as soon as it was reasonably possible as production of membership cards had been affected.

## **6. Staffing at Secretariat**

The meeting deliberated on the need to grow staffing at the Secretariat as well as considering resource mobilization activities in form of projects that would sustain running of secretariat. It was observed that there was need to bring on board other professionals, e.g. Accountant to help maintain accounts.

### **6.1 Resolution**

- a) Hire long term staff who would add value to the secretariat.

## **7. Nomination of Mr. Joachim Mumba to contest the post of IFSW Africa Region Vice President**

The meeting was informed that a number of positions for the IFSW Global Executive Committee had fallen vacant including that of IFSW Africa Region -Vice President. The Chairperson informed the meeting that SWAZ Secretary General (Mr. Joachim Cuthbert Mumba) had expressed interest to contest the post of IFSW Africa Region -Vice President. The meeting was elated by the fact that one of its own was considering taking up a challenge of contributing to the growth of the profession at the regional level.

### **7.1 Resolution**

The meeting unanimously resolved to nominate and support Mr. Mr. Joachim Cuthbert Mumba's candidature for the position of IFSW Africa Region -Vice President. The meeting had 100% confidence that Mr. Mumba would diligently deliver as well as represent Zambia at the higher level. The executive committee therefore tasked the President of the Association Dr. Lawrence Mukuka to draft the letter of nomination and

support to be counter-signed by Mr. Patrick Chanda the Vice Secretary General.

## **8. Upcoming partnerships and MOUs**

The meeting heard that Secretariat was in negotiations with a number of stakeholders to sign Memorandum of Understanding.

- SWAZ was engaging with the University of Zambia and was in the process signing an MOU for collaboration with the department of Social Work and Sociology. The meeting heard that among other things the MOU shall involve coming up with guidelines for students going on practicum as well as course coordinators and field supervisors.
- SWAZ was also looking to partner with the ministry of Community Development in regard with orienting District Social Welfare Officers on the Social Work code of ethics as well as orientation on the juvenile justice system.

## **9. Update on the Professional Social Workers Bill**

The meeting was informed that the Cabinet Memorandum on the Social Work Bill was presented by Minister of Community Development and Social Services to Cabinet where approval in principle was granted. The next steps was to work with Legal Drafters from the Ministry of Justice to put the Bill in the legal language. It was mentioned that Secretariat was engaging partners to fund the exercise.

## **10. Any other Business**

The meeting recommended the following;

- Pictures for members of the executive committee be displayed at the reception or have a SWAZ calendar printed with pictures of executive committee members.
- Secretariat to add some flowers at the reception to make it lively.
- Secretariat to add a bio of each Executive Committee member and add it on the website so as to provide insights about the SWAZ leadership.

## **11. Date of Second Quarter Executive Committee meeting**

Date of next meeting 20<sup>th</sup> April, 2018

## **12. Closing of meeting**

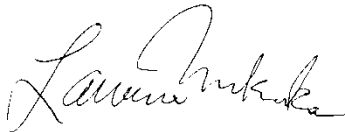
The meeting was closed at 17:40 hours after closing remarks from the chairperson.

**Secretary: Joachim C. Mumba**

A handwritten signature in blue ink, appearing to read 'Joachim C. Mumba', with a long horizontal stroke above it.

Date: 2<sup>nd</sup> April, 2018

**Chairperson: Dr. Lawrence Mukuka**

A handwritten signature in black ink, appearing to read 'Lawrence Mukuka', written in a cursive style.

Date: 2<sup>nd</sup> April, 2018