



**BARNET ALLIANCE FOR  
PUBLIC SERVICES**  
invites you to hear

**Ines Newman, speaking on  
'Reclaiming Local Democracy:  
the future for Barnet'**

Wednesday, 10 September 2014, 6.30 for 7 pm  
Greek Cypriot Centre  
Britannia Road N12 9RU

Ms Newman's talk will follow the Barnet Alliance for Public Services Annual General Meeting. The AGM is open to the public and free to attend. It is an occasion to reflect on the work we have done in the past year and to look forward to the year ahead. It is also an opportunity for people to join BAPS or renew their membership, and to contribute to the community campaign to defend and improve public services in Barnet.

**Tea/coffee provided**

*For further information, contact [barnetalliance4publicservices@gmail.com](mailto:barnetalliance4publicservices@gmail.com), write to BAPS, c/o 40 Queens Ave, London N3 2NP, or phone 07534 407703*

BARNET ALLIANCE FOR PUBLIC SERVICES  
ANNUAL GENERAL MEETING 10 SEPTEMBER 2014

**AGENDA**

1. Welcome: general announcements
2. Minutes of the last AGM
3. Coordinator's Report
4. Treasurer's Report
5. Election of Officers and Committee
6. Guest Speaker: Ines Newman, 'Reclaiming Local Democracy: the future for Barnet', followed by Q&A session leading to a discussion about BAPS programme for the year to come.
7. Resolutions

**Notices**

Please e-mail motions and nominations for officers and committee by 28 August 2014 to: [barnetalliance4publicservices@gmail.com](mailto:barnetalliance4publicservices@gmail.com)  
or post to: Barnet Alliance, c/o 48 Queens Ave., London N3 2NP.

*Only members may suggest motions, make nominations or self-nominations, and vote, so please become a member. Membership subscriptions are £10 per year or according to members' ability. To **join**, send your details and the membership fee to the address above. To **renew** membership by electronic transfer to BAPS' account at Unity Trust Bank: sort code 08-60-01, account number 20297136.*

For further information: [barnetalliance4publicservices@gmail.com](mailto:barnetalliance4publicservices@gmail.com), 07534 407703

# BARNET ALLIANCE FOR PUBLIC SERVICES

## OFFICERS ROLES: DESCRIPTIONS AND CORE TASKS

### Coordinator

- Responsibility for the smooth running of BAPS:
- Liaising with the secretary to decide the agenda for committee and general meetings
- Ensuring BAPS members are operating within the agreed strategies & remit
- Coordinating the work of members and resolving difficulties
- Networking and maintaining contacts with other groups and organisations

### Secretary

- Liaising with the coordinator to decide the agenda for committee and general meetings, and distributing and preparing copies
- Taking minutes at committee and general meetings, and distributing them
- Chasing people re action points

### Treasurer

- Maintaining list of members
- Collecting membership subscriptions
- Bookkeeping for BAPS finances
- Reporting on BAPS finances to the membership
- Keeping BAPS within budget
- Maintaining the bank account

### Press officer & Spokesperson

- Maintain and develop press release template
- Maintain and update press contacts (TV, radio, local and national newspapers, specialist press, eg, *Local Government Chronicle*)
- Draft and circulate for amendment press releases, as required by the BAPS committee/co-ordinator; once agreed, send press releases to the relevant press
- As far as possible, with the BAPS co-ordinator, to be available on the telephone – mainly - and online to respond to press queries

### Fundraising officer

- Identify sources of potential funding and apply to them
- Coordinate fundraising events together with other members

### Committee members to be responsible for:

- Maintaining BAPS' email account, baps\_active e-group & newsletter recipients' list
- Maintaining the website
- Producing the newsletter
- Archiving

# BARNET ALLIANCE FOR PUBLIC SERVICES

## ANNUAL GENERAL MEETING

### **NOMINATIONS FOR OFFICERS AND COMMITTEE SO FAR**

We welcome further nominations by the 28<sup>th</sup> August

#### **Officers**

##### **Joint coordinators**

- 1)
- 2)

##### **Joint Treasurers**

- 1) Frances O'Donaghue
- 2) Ruth Kutner

##### **Press Officer and Spokesperson**

Barbara Jacobson

#### **Committee**

Robin Bishop  
Ron Cohen  
Phil Fletcher  
Janet Leifer  
Fred LePlat  
Donald Lyven  
Tom Youlden  
Philippa Whitecross  
Tirza Waisel  
a Barnet TUC delegate