

# BARNET ALLIANCE FOR PUBLIC SERVICES

## OFFICERS ROLES: DESCRIPTIONS AND CORE TASKS

[updated August 2014]

### 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