

Applications Secretary

Purpose of the role of Applications Secretary

The Applications Secretary is elected by the Board of Trustees to manage the receipt and processing of applications to the Trust, to gather any additional information from the applicants, to inform applicants of the outcome of their application, to respond to any subsequent correspondence and to coordinate the archiving of the Trust's records at the University of Warwick. The Applications Secretary will work closely with the Chair and Vice Chair, Treasurer and the Designated Administrative Person

Key Tasks

1. Enquiries to SWBT

The Applications Secretary, along with the Chair or Vice Chair, supports, when necessary, the Designated Administrative Person (DAP) in responding to enquiries received at the BASW Head Office or via the Trust's email address.

2. Receipt of Application Forms + Acknowledgements

The Applications Secretary monitors the application forms and acknowledgements of grants received via The Trust's email address or when they are uploaded on the SWBT Microsoft Teams System by the DAP. The Applications Secretary also maintains regular contact with the DAP to identify urgent applications and those applications who do not fulfil the eligibility criteria for the Chair or Vice Chair to consider.

The Applications Secretary informs any applicant deemed not to be eligible for a grant by letter a.s.a.p, suggesting any other organisation who may be able to help. The Applications Secretary then upload the letter on the applicants Microsoft Teams file.

Where application forms are not completed satisfactorily the Applications Secretary contacts the applicant for further information/clarification, to enable the Trustees make an informed decision at the bi-monthly meeting.

3. Prior to SWBT Meeting

The Applications Secretary completes a grid prior to the bi-monthly meeting of all applications received. The grid contents the basic details of the support requested and the Applications Secretary's comments e.g., previous applications received. Trustees may use the grid to make notes and record the outcomes of the applications.

Any late applications received two days or less prior to the bi-monthly are raised by the Applications Secretary with the Chair of the meeting to decide whether or not to table at the meeting.

4. At SWBT Meeting

The Applications Secretary records decisions on each application during the meeting.

5. After SWBT Meeting

Within 5 working days of receipt of the cheques from the Honorary Treasurer, the Applications Secretary writes to the applicants informing them of the Trust's decision and any suggestions or advice given by the Trustees with cheque as appropriate (usually completed within 10 working days of the Meeting). The Applications Secretary deals with any subsequent correspondence, liaising with the DAP, the Honorary Treasurer and the Chair as appropriate.

The Applications Secretary gathers any additional information or clarification from the applicant requested to inform any Chair's Action agreed by the meeting. This is then shared with the Chair of the meeting and the Applications Secretary informs the applicant and implements the decision as above.

6. SWBT Archives

The Applications Secretary co-ordinates the Trust's paper correspondence, records, and any other information to be archived and liaises with the University of Warwick where the Trust's archives are stored.