

Designated Administrative Person

Purpose of the role of Designated Administrative Person

The Designated Administrative Person (DAP) is an employee of BASW responsible for the provision of administrative support to the Trust as agreed in the Memorandum of Understanding between the Trust and BASW, including the booking and arranging of any Board meetings or meetings of individual Trustees and the recording of all correspondence received and the response made.

Key Tasks

1. Enquiries to SWBT

The DAP has access to SWBT email address info@swbt.org alongside the Application Secretary. Enquires though the email address are answered directly or redirected to the Application Secretary, Treasurer or Chairs as appropriate.

Enquiries by telephone are received by the DAP who responds where s/he can or informs the Application Secretary or Chairs when required for them to respond.

2. Requests for Application Form

The DAP receives all requests for application forms and directs them to the Trust's website www.swbt.org, forward a blank application form and notes for completion by e-mail or, if a hard copies re requested, by post. The DAP does not keep a log of application forms sent out.

3. Receipt of Application Forms + Acknowledgements

Any completed application forms & acknowledgements received at the BASW office are forwarded to the DAP, who uploads them to the SWBT Microsoft Teams System, along with any completed application forms and acknowledgements received by the SWBT email address info@swbt.org

4. Prior to SWBT Meeting

The DAP ensures all application forms and any supporting documentation is loaded on to the SWBT Microsoft Teams System.

The DAP should receive all papers for meetings of the Trustees 10 working days in advance for circulation to the Trustees and upload them on to the SWBT Microsoft Teams System. These will include the Agenda, the minutes of the previous meeting and Action Plan from the Secretary and the Treasurer's Report.