

WHAT THE ASSOCIATION DOES

1 I have prepared a list of what BAIS does at the moment and indicated BAIS members/employees currently responsible for action in each case. You will see from this list that with some adjustment, and some necessary scaling down, much of this could be absorbed within the Officer and Subgroup structure (e.g. specialist queries to most appropriate subgroup) if some secretarial help were also available.

2 If it is decided to close down the Office completely, arrangements will have to be made to give notice, to store the archives and equipment of the Association, and to store or dispose of the office furniture.

3 I have spoken informally to Polly Melotte, who has been assisting me in the Office. She has said that if the Executive wished to maintain the Office for a trial period, pending the outcome of present fundraising efforts, she would be prepared to attend for some hours per week, on a flexible basis. She could reroute letters and phone messages to Officers as appropriate and do routine administration under the instruction of the relevant Officers.

This would cost the Association £266.66 per month for the Office and £5-6 per hour for Polly.

4 It would be sensible to give careful consideration to the future of the Sixth Form Conferences in Northern Ireland and the Tripartite Sixth Form Conferences. Apart from their intrinsic worth, they are a very necessary part of our fundraising profile. It is therefore necessary that they bear the BAIS stamp.

Bob Bell was quite keen that the Tripartite Conference should be associated with the Schools initiative he wishes to get off the ground.

A group of members in Northern Ireland might be asked to consider how the Sixth Form conferences could be maintained under BAIS auspices.

ACTIVITIES

1 - Arranging Officers/Executive meetings, agendas, minutes, etc.

JIM McAULEY / SEAN HUTTON

2 - Membership/election procedure/regular communications with members

Preparation and distribution: CENTRAL OFFICE (SH/PM)

Membership records: CENTRAL OFFICE/TREASURER

3 - Distribution of Irish Studies Review, Newsletter, Irish Literary Supplement, Annual Report of Conference on Irish Dimensions in British Education, information on conferences, etc.

Distribution: SEAN HUTTON/POLLY MELOTTE from CENTRAL OFFICE

4 - Association finances: TREASURER

5 - General Enquiries by letter/telephone
Handling/response: CENTRAL OFFICE (SH/PM)

6 - Production and distribution of Survey of Irish Studies in Britain

Production: D CAIRNS

Distribution: CENTRAL OFFICE (SH/PM)

7 - Production and distribution of Guide to Irish Studies in Higher Education

Production: G BOYCE

Distribution: 3-LEVEL INSTITUTIONS' NETWORKS

8 - Production and distribution of Irish Studies Review / BAIS Newsletter

Production: NEIL SAMMELLS, PAUL HYLAND, DAVID TIMMS

Distribution: BAIS OFFICE (SH/PM)//EDITORIAL TEAM

9 - BAIS Biennial Irish Studies Conference

Organisation: JONATHAN MOORE/LOCAL CONFERENCE SECRETARY
in HOSTING INSTITUTION

Distribution of publicity: CENTRAL OFFICE (SH/PM)

10 - BAIS Lectures

Organisation: GROUP WITHIN HOSTING LOCATION which
VARIES ANNUALLY

11 - BAIS microfilm deal

BAIS facilitator: GEORGE BOYCE

12 - Irish Language Workshops

Organisation: KATE THOMPSON

Location: VARIES

13 - Irish Language Newsletter

Production: KATE THOMPSON

Distribution: KATE THOMPSON

14 - Irish Language Scholarships

Administration: KATE THOMPSON

15 - Schools Conferences in Northern Ireland

Organisation: SEAN HUTTON

16 - Tripartite Sixth Form Conference

Organisation: SEAN HUTTON

17 - Fundraising group

Members: RUTH DUDLEY EDWARDS, JIM O'HARA, SEAN HUTTON
Minutes: SEAN HUTTON

18 - Networking at central level

Mainly: RUTH DUDLEY EDWARDS, JIM O'HARA, SEAN HUTTON,
also other members of Executive.

19 - Publicity

Press statements: MICHAEL BROMLEY

Briefing: SEAN HUTTON or RELEVANT PERSON INVOLVED IN
ACTIVITY

In addition STEVE REGAN is attempting to develop a
CULTURAL INITIATIVE and BOB BELL to develop a schools
initiative.

It would be sensible to give careful consideration
to the nature of the Sixth Form Conferences in Northern
Ireland and the Inpartite Sixth Form Conferences.
If, from their intrinsic worth, they are a very
valuable part of our fundraising profile. It is
essential necessary that they bear the BMS stamp.

Bob Bell was quite keen that the Inpartite
Conferences should be associated with the Schools
Initiative he wishes to get off the ground.

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asked to consider how the Sixth Form conferences could
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