

Objective	Task	Person/s handling	Target	Budget	Activity Indicator	Progress	
1. Internal Business 1) Services & Support:-	1.1- review committee makeup	1.1 Chair	1.1 AGM 2007	1.1 N/A	1.1 meeting feedback		
	1.2- general committee support & guidance	1.2 Chair	1.2 continual	1.2 as neces.	1.2 meeting feedback		
	1.3- admin support	1.3 Secretary / Chair / treasurer / Abletypes	1.3 continual	1.3 £10,000?	1.3 invoices/reports		
	1.4- IT support for regional meetings	1.4 Chair	1.4 end 2007	1.4 £1,200	1.4 reports from regional reps		
	1.5- increase number of meetings?	1.5 Chair	1.5 AGM 2008	1.5. £5,000?	1.5 minutes		
	2) Research & Development:-	2.1- consultations	2.1 RDO/Chair	2.1 March '08	2.1 N/A	2.1 responses	
		2.2 - grant	2.2 RDO/Chair	2.2 March '08	2.2 £3,000	2.2 papers/web/network	
		2.3- publications	2.3 RDO/ Chair	2.3 AGM '08	2.3 as neces.	2.3 papers/web/network	
	3) Members:-	3.1- promotion of section	3.1 Mem. Sec/Chair/NEC	3.1 continuous	3.1 as nec	3.1 member numbers	
		3.2- support of members	3.2 NEC	3.2 continuous	3.2 as nec	3.2 regional reports/meetings	
		3.3- information web site	3.3 PRO/Chair.	3.3 continuous	3.3 N/A	3.3 web hits	
		3.4- e.mail network	3.4 PRO/mem Sec	3.4 as required	3.4 £150?	3.4 feedback	
		3.5- member handbook	3.5 Mem Sec	3.5 renewal period	3.5 £500?	3.5 feedback	
	4) COT:-	4.1 - liaison	4.1 Chair/nominated reps	4.1 as nec.	4.1 N/A	4.1 reports	
		4.2- briefings	4.2 Chair/NEC	4.2 as nec	4.2 N/A	4.2 minutes/ reports/network	
4.3- reports		4.3 Chair/PRO	4.3 as nec	4.3 N/A	4.3 Feedback/publication		
4.4- articles		4.4 PRO/NEC	4.4 as nec	4.4 N/A	4.4 Publications		
4.5- advertising		4.5 Chair/ mem sec/ sec	4.5 as nec	4.5 £500?	4.5 Responses		
4.6 - SSBF & SSCF meetings		4.6 Chair / nominated rep	4.6 6 x pa	4.6 £800?	4.6 Minutes/briefings		
4.7 CAE		4.7 Nominated NEC members	4.7 early 2008	4.7 Travel & other - £1,000	4.7 updated publications		

5) Education / student contact:-	5.1- grants	5.1 Chair / RDO / Treasurer	5.1 June '08	5.1 £1,000	5.1 Reports / publications
	5.2- projects	5.2 RDO / NEC	5.2 June '08	5.2 £1,000	5.2 Reports / publications
6) Finance issues:-	6.1- updating cheque signatories	6.1 Chair /treasurer	6.1 Following AGM	6.1 N/A	6.1 Cheques written
	6.2- membership fees	6.2 Mem. Sec/NEC	6.2 AGM	6.2 N/A	6.2 Forms updated
	6.3- high interest account	6.3 Treasurer	6.3 Dec '07	6.3 N/A	6.3 Good Interest return
	6.4- membership payments	6.4 Treasurer/NEC	6.4 Feb '08	6.4 N/A	6.4 agreed payment form
7) Regional study day organisation:-	7.1- briefing pack development	7.1 Task Group	7.1 June '08	7.1 £500	7.1 briefing pack published
	7.2- finance issues BACS payments/	7.2 Treasurer /Task Group	7.2 end '07	7.2 N/A	7.2 procedure established
	7.3- invoices/receipts	7.3 Treasurer /Task Group	7.3 end '07	7.3 N/A	7.3 procedure established invoices and receipts available
8) Aministraton:-	8.1- Abletypes review	8.1 Chair/ mem sec / treasurer	8.1 Dec '07	8.1 N/A	8.1 new contract signed
9) Social Services Network:-	9.1 Final decision re incorporating network into section to be taken	9.1 NEC/COT	9.1 Jan '08	9.1 N/A	9.1 -----
	9.2 If agreed – working practises agreed	9.2 Task group	9.2 Sept. '08	9.3 £1,000	9.4 membership increased
10) 2008 conference:-	10.1 Venue – AECC, Aberdeen Dates: 6 th / 7 th Nov. 2008	10.1 Initially, Chair & C O with NEC / member agreement	10.1 agreed	10.1 £30,000?	10.2 AECC Booked provisionally

<u>2. External Business</u>	2.1 Dealing with external agencies:- 2.2 Housing providers 2.3 equipment suppliers sponsors 2.4 Conference liaison	2.1 Nominated NEC members / CO 2.2 Nominated NEC Members / C O 2.3 Nominated NEC members/ CO 2.4 NEC / CO	2.1 From AGM '07 as necessary 2.2 as above. 2.3 as above. 2.4 as above	2.1 N/A 2.2 N/A 2.3 N/A 2.4 £3,000? Booking fee	2.1 reports/ articles /sponsorship 2.2 reports/ correspondence 2.3 correspondence 2.4 correspondence	
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Key: S Secretary PRO Public Relations Officer MS Membership Secretary RDO Research & Development officer RR Regional Reps
NEC National Executive Committee CO Conference organiser