

MAXIMISING THE BENEFITS OF YOUR BAAF MEMBERSHIP
The Linkperson's role and responsibilities

The Linkperson's purpose is to be the primary contact between the member agency and BAAF. She or he is a two-way communications channel and should serve to maximise the benefits gained from membership.

The Linkperson may undertake all of these tasks personally or delegate some, while retaining responsibility for ensuring that they are satisfactorily completed. The Linkperson should have the knowledge and authority within the agency in order to carry out these tasks effectively.

Each agency is also asked to nominate a 'voting representative' to make nominations and vote in BAAF elections on the agency's behalf. If the Linkperson is also the voting representative, administration is much simplified.

Tasks	Comments
<p>1. Ensuring that BAAF information is circulated widely within the organisation and that staff are aware of BAAF's services.</p>	<p>Multiple sets of membership mailings are always sent to the Linkperson (A personal set is also sent direct to the Director of Social Services/Social Work).</p> <p>Items to circulate include:</p> <ul style="list-style-type: none"> • <i>Adoption & Fostering</i> journal • Books • Good Practice Guides and Practice Notes • <i>BAAF News</i> and <i>BAAF Events</i> • Flyers about workshops, seminars, conferences and publications • Information sheets • Special notices <p>These publications may be of value to a range of children & families field workers and managers, residential staff, family centre workers, training officers, development, commissioning and contracts managers, legal and medical advisers, as well as specialist adoption and fostering officers.</p> <p>Extra publications may be ordered if not enough are provided.</p>
<p>2. To work closely with local BAAF centres on training and consultancy needs.</p>	<p>BAAF has local centres in Edinburgh, Glasgow, Cardiff, Rhyl, Carmarthen, Newcastle, Leeds, Wellington, Birmingham and London. They are staffed by experienced childcare professionals. They provide training & consultancy services and offer free information and advice.</p>
<p>3. Ensure that <i>Be My Parent</i> has a contact for mailings.</p>	<p><i>Be My Parent</i> is mailed separately from general membership mailings. The <i>BMP</i> contact need not, therefore, be the Linkperson.</p>
<p>4. Represent the agency's view and participate in the formulation of BAAF positions and responses.</p>	<p>From time to time, the Linkperson may be asked to respond to requests for information on agency policy and practice, to enable BAAF to respond to government or negotiate with the local government bodies.</p>
<p>5. Inform BAAF of any significant changes of structure, operation or staffing within the agency including medical and legal advisers and panel chairpersons.</p>	<p>BAAF publishes directories of agency members and of legal and medical advisers.</p>