



# SGAP

South Gloucestershire Asian Project

February 2001



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Email: [sgap@cableinet.co.uk](mailto:sgap@cableinet.co.uk)

## News Update: Earthquake Appeal Holi/AGM, Admin Worker

# Newsletter

No. 055

### Indian Earthquake Appeal

The total money raised so far is in excess of **£2500**, which is a fantastic achievement. The SGAP Committee would like to thank everyone who contributed towards this appeal including all the people who helped on the Fund raising event at the Bradley Stoke Leisure Centre on the 24<sup>th</sup> Feb where more than £800 alone was raised. The money raised so far is going to victims of the earthquake via the Red Cross. We'll also be looking to raise further money this year as the rebuilding process after the earthquake will take more just a few months.

### Holi / AGM –Saturday 7<sup>th</sup> April 2001

Please note that the Annual General Meeting is now on **07/April/2001**. We intend to include the celebration of "Holi" prior to the meeting to make it a Fun event as well as dealing with the constitutional matter of electing the SGAP committee and presenting the Annual Accounts. Although Holi is in March I'm sure you wouldn't mind the delay due the earthquake appeal taking precedent.

### Want to join SGAP Committee?

The AGM affords the chance for Full Members to be nominated to join the SGAP Committee. The Chairman, Treasurer and Secretary are elected for 2 years (this being the first year) but the other positions are re-elected every year. You qualify as a Full Member (and therefore have a vote at the AGM) if you live or work in South Gloucestershire.

If you want further information (i.e. a copy of the constitution) or want to stand for election then please return the attached Nomination Form to the above address.

### Admin Worker

SGAP are looking for someone to help with the Administration side of the work we do. It would suit someone who has a few hours spare a week and knows how to use a PC. The following is a list of possible duties:

1. Update and maintain database of members in accordance with the Data Protection Act 1984.
2. Prepare Newsletters with input and advise from the committee, obtain sufficient copies and distribute according to the mailing list
3. Obtain quotes for facilities, advise committee, and book venues agreed
4. Advise members of forthcoming classes, events, cancellations etc.
5. Send out registration forms to all interested parties, and include in database if the criteria within the constitution is met (full members must be Asian, and live or work in South Gloucestershire)
6. Obtain quotes for equipment as required by the committee from time to time. Make ad-hoc purchases as advised by Chairman / Treasurer or Secretary.
7. Type and distribute minutes of meetings
8. Maintain record of time spent and expenses claimed.

The rate of pay is £5-6 per/hour and hours will vary but should average 5-8 hours a week.

To apply please contact Jitesh Mistry 0117 931 1505 or email [sgap@cableinet.co.uk](mailto:sgap@cableinet.co.uk).

Closing Date for Applicants is 31/March/2001.

*Remember SGAP is not quite 1 Years old so do give us feedback on what you want or would like us to do as we're still learning! We also need your continuing support to ensure that South Gloucestershire Council continues to support us.*

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