

Member Representatives [within the SE District] Role Descriptor for 2025

[up to 10 positions available]

Task	Level of responsibility		Notes
	main	shared	
SE District Events			
Promote and encourage participation in local SE District Events			<p>Encourage and direct members to Sign up to receive monthly email from SE Secretary through the webmaster 'round robin' email system</p> <p>Have a 'Whats On' poster in Ringing Chamber and view on Suffolk Guild of Ringers website https://www.suffolkbells.org.uk/whatson.php</p> <p>See latest updates from the SE Ringing Master on 'Suffolk Guild of Ringers' Facebook group</p>
Promote the range of District events on each month - • District Ringing Event on 1st Saturday of the month • Surprise Major Practice once a month • ART Foundation Skills/Kaleidoscope session on 4th Friday of the month			<p>If possible, give them a try/visit yourself so that you can speak from experience!</p> <p>Help members realise the distances involved might not be as far as originally thought, especially if you travel with others</p>
Encourage participation in the SE District Striking Competitions - Call Change or Method			<p>Speak to the Tower Captains and members Participate as part of a Members Band if no tower band possible</p>
Provide active support when a SE District Ringing Event is held at one of your towers			SE Ringing Master and Secretary will take the lead and provide the opportunity for yourself and band members to be involved, if you or fellow members so wish
SE District Committee Meetings			
Attend SE Committee meetings when available - January/March/June/October			Notification of 4 meeting dates shared asap by SE Chair after discussion as to most convenient day[s] of the week immediately after ADM on 07.12.24
SE Committee meetings held on 'Teams'			60 mins in length
Communicate by email in response to items on the agenda, prior to the meeting, if unable to attend or asked to do so in preparation for the meeting			Respond by email
Annual District Meeting			
Write a Member Representative Report			Focus will be on questions from the SE Chair, Ringing Master & Secretary, relevant to the year. Complete by mid-November
Membership			
Promote Suffolk Guild membership across your members			Ringing Member: A person who can ring rounds unaided on a tower bell [B2.1]
Annual Report			
Distribution of 'The Suffolk Guild of Ringers Annual Report 2024 & Handbook for 2025' to your members			Annual Report/Handbook printed March/April, ready for distribution prior to AGM on 26th April 2025 SE Secretary will liaise with you.