

SE District Chair Role Descriptor for 2025

Task	Level of responsibility		Notes
	main	shared	
Committee Meetings and District Events			
Make arrangements for SE Committee meetings			Discuss as to most convenient day[s] of the week immediately after ADM on 07.12.24 January - March - June - October Share agreed dates asap for the year Set up Teams/Zoom meetings, send invitations out to District Officers
Chair both the SE Committee and District Event meetings			Keep the agenda rolling, making sure everyone gets a chance to speak
Be seen in and around the District!			Visiting as many towers in the SE District to support their ringing [Practice Night or Service], get to meet the members of the band and appreciate/understand the needs of each tower
Design programme of regular SE District Committee meetings/monthly events			With SE District Officers
Annual District Meeting			
Write the SE Chair Report			For ADM by mid-November
Succession planning [to fill vacant positions]			SE Chair ideally needs to co-ordinate this. It is not the responsibility of the officer to replace themselves.
Chair meeting			This will come into play as soon as elected at the meeting
Prepare ADM agenda			With the SE Secretary
Membership			
Elect new members to the Guild			Have confirmation all details are correct and in place before signing new member application forms on the day of election
Promote Guild membership at meetings/practices/events			Along with other SE District Officers
Annual Report			
Distribution of ‘The Suffolk Guild of Ringers Annual Report 2024 & Handbook for 2025’			Assist with this, along with other SE District Officers
Suffolk Guild Annual General Meeting when hosted by the SE District. - 2025			
Liaise with Guild Chairman			
See documents designed to help with planning			From both the Guild and District Officers
Suffolk Guild 6 & 8 Bell Striking Competitions when hosted by the SE District			
Liaise with Guild Ringing Master			
See documents designed to help with planning			From both the Guild and District Officers