

## SE District Ringing Master Role Descriptor for 2025

Task	Level of responsibility		Notes
	main	shared	
<b>District Events</b>			
Organise and run the ringing at SE District events, in line with the focus selected and publicised			Organise someone to deputise if unavailable
Encourage and support bands and individual bell ringers across the District			Keep in touch Be available to arrange support, whether doing it yourself or arrange for someone else to help
Design programme of monthly SE District Ringing events			With SE District Officers
Publicise updates on 'Suffolk Guild of Ringers' Facebook ringers Facebook group			Engage with posts, after the Event
Liaise with SE Secretary as regards arrangements of the events			Discuss arrangements for each event with SE Secretary, prior to the booking enquiries sent out - venues, timings, parking, refreshments, any requirement specifics
<b>SE District Striking Competitions</b>			
Conduct an annual review of the Striking Competition Rules - Call Changes and Method			Prior to publication of the Competition Rules for 2025 on What's On
It's worth your time reaching out to bands and getting a list of those willing to compete about 3 months in advance			
Organise 2 judges, a time keeper & a reserve			Arrange the purchasing of a thank you gift for the judges SE Treasurer
Organise and run the ringing aspects of the event on the day			Be ready with stationary, stopwatch, trophies and the certificates!
Share timings of the day with SE Secretary			SE Secretary will liaise with local band and District Officers to assist with planning and providing refreshments and lunch/tea
<b>SE District Committee Meetings</b>			
Attend SE Committee meetings			Notification of meeting dates shared asap by SE Chair
<b>Annual District Meeting</b>			
Write the SE Ringing Masters Report			Ready for mid-November
<b>Membership</b>			
Promote Guild membership at meetings/practices/events			Along with other SE District Officers
Elect new members to the Guild			Have confirmation all details are correct and in place before signing membership application form in absence of SE Chair
<b>Annual Report</b>			
Distribution of 'The Suffolk Guild of Ringers Annual Report 2024 & Handbook for 2025'			Assist with this, along with other SE District Officers
<b>Suffolk Guild Annual General Meeting when hosted by the SE District - 2025</b>			
Liaise with Guild Ringing Master			Begin as early as possible to create a task list and engage help and support from other SE District Officers
See documents designed to help with planning			From both the Guild and District Officers
<b>Suffolk Guild 6 &amp; 8 Bell Striking Competitions when hosted by the SE District</b>			
Liaise with Guild Ringing Master			Begin as early as possible to create a task list and engage help and support from other SE District Officers
See documents designed to help with planning			From both the Guild and District officers