

SE District Secretary Role Descriptor for 2025

| Task | Level of responsibility | | Notes |
|--|-------------------------|--------|---|
| | main | shared | |
| District Events | | | |
| Publicise SE District events in What's On listing and through compiling | | | Send outline/updated details of Events to Webmaster Compose email for distribution to SE membership by Webmaster, 10 days ahead of each SE event |
| Research suitable venues and book hall for an event [if required] | | | Notify Guild Treasurer with all details so can make hire payment Check Hire Agreement. Organise key arrangements. |
| Make arrangements for a Ringers Service [if required] | | | Make contact with the incumbent and an organist Contribute to planning as and when requested |
| Make arrangements for refreshments/tea & coffee station [if required] | | | Ensure sufficient supplies purchased ahead Take a rubbish bag, tea towels, washing-up liquid, cloth, trays - to ensure all eventualities can be coped with! |
| Support completion of SE District Attendance Book at events | | | Use information to monitor success of events, what is happening in the SE District, who involved etc |
| Take notes at SE District events | | | Distribute to all SE District Officers asap Use the notes in next months email to members - keeps everyone in touch and been appreciated in 2023/24 |
| Design programme of regular SE District committee meetings/monthly events | | | With SE District Officers Share dates asap |
| Liaise with SE Ringing Master as regards arrangements of the SE District Events | | | Discuss arrangements for each event with SE Ringing Master prior to booking enquiries sent out - venues, timings, parking, refreshments, any requirement specifics |
| SE District Committee Meetings | | | |
| Attend SE Committee meetings | | | Notification of 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 Take minutes and distribute to SE District Officers |
| Annual District Meeting | | | |
| Contact SE Officers with request for compiling reports | | | Forward to Webmaster, late October, providing everyone with 14/20 days to action |
| Circulate ADM information email - agenda, reports, draft minutes, absent friends, nominations, | | | Forward onto Webmaster for distribution to all SE Members, aiming for 10 days prior to ADM Send as PDF or Word docs |
| Take minutes & publicise draft minutes to website | | | Forward information and request to Webmaster asap after ADM, after sending draft to SE Chair, Master, Treasurer Remember, all as Word docs, not PDF or Pages |
| Inform Webmaster of elected SE District Officers for 2025 | | | ASP following Annual District Meeting |
| Prepare ADM agenda | | | With the SE Chair |
| Membership | | | |
| Check and process new member application forms prior to the SE District Ringing Event. Forward form to Membership Secretary following election | | | Liaise with SE Treasurer to check all subscription requirements completed prior to election day Notify SE Chair of new member applications prior to SE District Ringing Event |
| Have a copy of the current The Suffolk Guild of Ringers Annual Report 2024 & Handbook 2025' and a pin badge, ready for presentation to newly elected members | | | Liaise with Membership Secretary for Guild pin badges Contact Guild Secretary if require additional copies of 'The Suffolk Guild of Ringers Annual Report 2024 & Handbook for 2025' Present 2024 Handbook in Jan/Feb/March 2025 |

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| Distribute membership certificates if received from Membership Secretary | | | Membership Secretary will usually post to new members |
| Promote Guild membership at meetings & events | | | Along with other District Officers |
| Inform Guild of deceased members | | | Encourage Tower Correspondents to do this |
| Annual Report | | | |
| Contact Tower Correspondents to compile a directory of current tower correspondents, confirm day & times of practice, details of Sunday service ringing | | | By 15th January, to Webmaster [<i>Suffolk Guild of Ringers M. District Rules 21</i>] |
| Provide a SE District Secretary's report | | | Forward to Report Editor by 15th January |
| Organise distribution of 'The Suffolk Guild of Ringers Annual Report 2024 & Handbook for 2025' | | | In readiness for assistance by other SE District Officers Use Member Representatives initially |
| Proof read parts of the Annual Report in draft format | | | As requested by the Report Editor |
| Submit a list of members by tower, to Report Editor | | | By 15th January Liaise with SE Treasurer & Tower Correspondents |
| Suffolk Guild Annual General Meeting when hosted by the SE District. - 2025 | | | |
| Liaise with Guild Chairman, Treasurer, Secretary | | | |
| Liaise with SE Ringing Master as to local arrangements to be in place, and by when | | | Appreciate the programme for the day prior to looking/booking venues Venues to be booked - ringing, church for service, hall for tea and meeting. - research, share costs, confirm when decision reached Contact Guild Treasurer to make payment[s] |
| Brainstorm 'Ringers Tea' details and arrangements before reaching a decision | | | With some of SE District Officers Plan for the delivery of the 'Ringers Tea' with local band or/and SE District Officers |
| 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 SE District Ringing Master | | | Book towers for both competitions, once decision reached by Ringing Masters Book venues for refreshments, lunch and results |
| Brainstorm 'Ringers Lunch' details and arrangements before reaching a decision | | | Liaise with local bands to assist with refreshments at both towers Liaise with SE District Officers to assist with lunch arrangements |
| See documents designed to help with planning | | | From both the Guild and District Officers |