

Area and SE District Representative Role Descriptors

Task	Level of responsibility			Notes
	main	shared	some input	
SE District Events				
Promote and encourage participation in local District Events				You are after all the 'eyes and ears' of the area!
Encourage participation in the SE District Striking Competitions - Call Change or Method				Speak to the Tower Captains Participate as an Area Band
Participate in the planning/supporting of a SE event in your area				SE Secretary will take the lead and provide the opportunity to be involved, if you or fellow members so wish
SE District Committee Meetings				
Attend SE Committee meetings when available				Notification of meeting dates shared asap by SE Chair
Communicate by email in response to items on the agenda, prior to the meeting, if unable to attend				Respond by email
Annual District Meeting				
Write an Area Representative Report				Focus on the current questions from the SE Secretary, relevant to the year. Complete by mid-November
Succession planning [to fill vacant positions]				Within your area, you are in the best place to lead on encouraging a successor
Membership				
Promote Guild membership within your area				Within your area of the SE District
Annual Report				
Distribution of Guild Reports when printed				Assist with this, along with other District Committee members

SE District Representative on GMC Role Descriptor

Task	Level of responsibility			Notes
	main	shared	some input	
Guild Management Committee meetings				
GMC meetings held in person, 3 times a year				Attend, make notes of relevant parts to share with the other District Committee members asap after the meeting Compile a report for ADM [by mid-November] with the other SE representatives

SE District Representative on R&T Role Descriptor

Task	Level of responsibility			Notes
	main	shared	some input	
Recruitment & Training Committee meetings				
R&T meetings held on Zoom, 3 times a year				Attend, make notes of relevant parts to share with the other District Committee members asap after the meeting Compile a report for ADM [by mid-November] with the other SE representatives