

SE District Chairman Role Descriptor for 2024

Task	Level of responsibility			Notes
	main	shared	some input	
Committee Meetings and District Events				
Chair both the committee and District meetings				Keep the agenda rolling, making sure everyone gets a chance to speak Be the face of the District
Design programme of regular SE District committee meetings/monthly events				involve other SE District Committee members Share dates asap
Make arrangements for committee meetings				Set up Teams/Zoom meetings, send invitations out to all committee members
Annual District Meeting				
Write the Chairman's Report				For ADM by mid-November
Succession planning [to fill vacant positions]				District Chairman 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 agenda				With the SE Secretary
Membership				
Promote Guild membership at meetings & practices				Along with other District Committee members
Elect new members to the Guild				Have confirmation all details are correct and in place before signing membership application form
Inform Guild of deceased members				Encourage Tower Correspondents and members to do this
Annual Report				
Proof read parts of the Annual Report				As requested by the Report Editor
Distribution of Guild Reports when printed				Assist with this, along with other SE District Committee members
Suffolk Guild Annual General Meeting				
Liaise with Guild Chairman & Secretary				
See documents designed to help with planning				From both the Guild and District officers
Suffolk Guild 6 & 8 Bell Striking Competitions				
Liaise with Guild Ringing Master				
See documents designed to help with planning				From both the Guild and District officers
Option to represent SE District on Guild Management and Recruitment & Training committees - personal choice				
GMC meetings - in person - 3 times a year				Attend, make notes of relevant parts to share with the other District Committee members asap after the meeting
R&T meetings - Zoom - 3 times a year				Compile a report for ADM [by mid-November, with the other SE representatives