

SE District Ringing Master Role Descriptor for 2024

Task	Level of responsibility			Notes
	main	shared	some input	
District Events				
Organise and run the ringing at SE District events				
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
Organise 2 judges, a time keeper & a reserve for the Striking Competition				Arrange the purchasing of a thank you gift for the judges
An annual review of the Striking Competition Rules - Call Changes and Method				Involve other District Committee members in discussions, prior to publication of the event details on What's On
Design programme of monthly SE District events				Involve other District Committee members
Liaise with SE Secretary as regards arrangements of the events				Discuss arrangements for each event with SE Secretary, 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
Annual District Meeting				
Write the SE Ringing Masters Report				Ready for mid-November
Succession planning [to fill vacant positions]				It is not the responsibility of the officer to replace themselves. SE Chair leads.
Chair meeting				In the absence of of the SE Chair
Membership				
Promote Guild membership at meetings & events				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 in absence of SE Chair
Inform Guild of deceased members				Encourage Tower Correspondents to do this
Distribute membership certificates when received				Membership Secretary will usually post to new members
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				
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