

SE District Secretary Role Descriptor for 2024

Task	Level of responsibility			Notes
	main	shared	some input	
District Events				
Publicise SE District events in What's On listing				Send outline/updated details to Webmaster Compose email for distribution to SE membership by Webmaster, 10 days ahead of each SE event
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 Committee members asap
Design programme of regular SE District committee meetings/monthly events				Involve other SE District Committee members Share dates asap
Liaise with SE Ringing Master as regards arrangements of the 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 Take minutes and distribute to all SE Committee members
Annual District Meeting				
Contact SE Officers & Representatives with request for compiling reports				Forward to Webmaster, late October, providing everyone with 14/20 days to action
Circulate ADM information email - agenda, reports, nominations, minutes, absent friends				Forward onto Webmaster for distribution to all SE Members, 10 days prior to ADM Remember. all as Word docs, not PDF or Pages
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 changes to SE officers and representatives				ASP following Annual District Meeting
Prepare agenda				With the SE Chair
Succession planning [to fill vacant positions]				It is not the responsibility of the officer to replace themselves. SE Chair leads.
Membership				
Provide and process new member application forms. Forward to Membership Secretary following election at SE District event				Liaise with SE Treasurer to check all subscription requirements completed prior to election day
Have a copy of the current Suffolk Guild Handbook/Annual Report 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 Suffolk Guild Handbook/Annual Report
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 Committee members

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
Provide a SE District Secretary's report			Forward to Report Editor by 15th January
Organise distribution of Guild Handbook/ Annual Report			With the assistance of other SE District Committee members
Submit a list of members by tower, to Report Editor			By 15th January Liaise with SE Treasurer & Tower Correspondents
Proof read parts of the Annual Report			As requested by the Report Editor
Obituaries of deceased members			These can be sent throughout the year
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