

SE District Ringing Master Role Descriptor

Task	Level of responsibility		Notes
	main	shared	
District Events			
Plan and advertise SE District ringing events.			Prepare for mid-October so enquiries can be made for sharing with committee members and then at ADM
Liaise with other officers as regards arrangements of ringing events			Discuss arrangements for each event, prior to the booking enquiries being sent out - venues, timings, parking, refreshments, any requirement specifics.
Run the ringing at SE District ringing events			Organise someone to deputise if unavailable
Encourage and support bands and individual bell ringers across the District			
SE District Striking Competitions: Cecil Pipe Memorial Bell (Method) David Barnard Memorial Trophy (Call Changes)			
Review and confirm striking competition rules			
Share timings of the day with officers			District Officers to assist with planning and providing liquid refreshments/food
Arrange two judges, a time keeper & a reserve ringer in advance			Arrange the purchasing of a thank you gift for the judges
Organise and run the ringing aspects of the Striking Competition.			Be ready with stationary, stopwatch, trophies and certificates!
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			Complete 1.5 months before the ADM Date
Review Ringing Master Role Descriptor			Amend as necessary
Membership			
Promote Guild membership at meetings/practices/events			Along with other SE District Officers Ringing Member: A person who can ring rounds unaided on a tower bell [B2.1]
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
Annual Report			
Distribution of 'The Suffolk Guild of Ringers Annual Report 2025 & Handbook for 2026'			Assist with this, along with other SE District Officers
Suffolk Guild Annual General Meeting when hosted by the SE District			
Liaise with Guild Ringing Master			Discuss and decide on ringing venues, activities and any additional assistance from District
Suffolk Guild 6 & 8 Bell Striking Competitions when hosted by the SE District			
Liaise with Guild Ringing Master			Discuss and decide on location and any additional assistance from District