

SE District Secretary Role Descriptor for 2026

Task	Level of responsibility		Notes
	main	shared	
District Events			
Publicise SE District events in What's On listing			Send outline/updated details of Events to Webmaster Compose email for distribution to SE membership by Webmaster, 10 days ahead of each SE event
Research suitable venues and 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 of time 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 District Officers asap Use the notes in next months email to members - keeps everyone in touch and been appreciated in 2023/24/25
Support the planning of monthly SE District Ringing event [Saturdays] and SE District Committee Meetings			With SE District Chair and Ringing Master
Liaise with SE Ringing Master as regards arrangements of the SE District 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			Assist with notification of meeting dates shared asap by SE Chair after discussion as to most convenient day[s] of the week immediately after ADM on 01.11.25 Take minutes and distribute to SE District Officers
Annual District Meeting			
Contact SE Officers with request for compiling reports			Forward to Webmaster, late October, providing everyone with 14/20 days to action
Circulate ADM information email - agenda, reports, draft minutes, absent friends, nominations,			Forward onto Webmaster for circulation to all SE Members, aiming for 10 days prior to ADM Send as PDF docs
Take minutes & publicise draft minutes to website			Forward information and request to Webmaster asap after ADM, after sending draft to SE Chair, Master, Treasurer
Inform Webmaster of elected SE District Officers for 2026			ASP following Annual District Meeting
Prepare ADM agenda			With the SE Chair
Membership			
Check and process new member application forms prior to the SE District Ringing Event. Forward form to Membership Secretary following election			Liaise with SE Treasurer to check all subscription requirements completed prior to election day Notify SE Chair of new member applications prior to SE District Ringing Event
Have a copy of the current 'The Suffolk Guild of Ringers Annual Report 2025 & Handbook 2026' 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 the current 'The Suffolk Guild of Ringers Annual Report & Handbook' Present 2025 Handbook in Jan/Feb/March 2025

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 Officers
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 [Suffolk Guild of Ringers M. District Rules 21]
Provide a SE District Secretary's report			Forward to Report Editor by 15th January 2026
Organise distribution of 'The Suffolk Guild of Ringers Annual Report 2025 & Handbook for 2026'			In readiness for assistance by other SE District Officers Use Member Representatives initially
Proof read parts of the Annual Report in draft format			As requested by the Report Editor
Suffolk Guild Annual General Meeting when hosted by the SE District. - 2029			
Liaise with Guild Treasurer and Secretary			Appreciate the programme for the day prior to looking/booking venues
Liaise with SE Ringing Master as to local arrangements to be in place, and by when			Venues to be booked - ringing, church for service, hall for tea and meeting. - research, share costs, confirm when decision reached Contact Guild Treasurer to make payment[s]
Brainstorm 'Ringers Tea' details and arrangements before reaching a decision			With some of SE District Officers Plan for the delivery of the 'Ringers Tea' with local band or/and SE District Officers
Suffolk Guild 6 & 8 Bell Striking Competitions when hosted by the SE District - 2028			
Liaise with SE District Ringing Master			Book towers for both competitions, once decision reached by Ringing Masters Book venues for refreshments, lunch and results
Brainstorm 'Ringers Lunch' details and arrangements before reaching a decision			Liaise with local bands to assist with refreshments at both towers Liaise with SE District Officers to assist with lunch arrangements