



The Bath and Wells Diocesan Association of Change Ringers

Officers' Terms of Reference

MASTER

1. To act as Chairman at all General Meetings of the Association and its General and Executive Committees.
2. To take such other action as he/she may deem necessary, after consultation with the General or Executive Committee if appropriate, for the advancement of the Association and the furtherance of its objects.
4. To represent the Association's interests and concerns to the Diocesan Bishop or other appropriate diocesan authority when necessary.
5. The above-mentioned duties may be delegated to another appropriate officer of the Association in unavoidable circumstances.
6. To liaise with the General Secretary and Treasurer on day to day matters as necessary.
7. To act as the Association's final arbiter in the event of disputes affecting bell ringers at local, branch or Association level, (subject to the responsibilities of the General Committee in respect of the suspension or withdrawal of membership)

Updated January 2024



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GENERAL SECRETARY

1. Meetings. To convene and organise the following meetings:
 - a. The Annual General Meeting of the Association
 - b. Extraordinary General Meetings of the Association as directed by the Master, General Committee or Executive Committee
 - c. All meetings of the General and Executive Committees
2. Minutes. To record the minutes of all general and committee meetings, and to hold the current minute books. (Earlier minute books, and other important documents, no longer required for use are to be deposited with the Librarian.)
3. To take such action as may be decided by any meetings of the Association or its committees.
4. Public Relations. To act as Association Public Relations Officer and to ensure that the activities of the Association receive adequate publicity in the local and ringing press.
5. Correspondence, etc. To deal with the ordinary correspondence of the Association either directly or by referring matters to another appropriate officer.
6. Rules. To deal with proposals for changes to the rules of the Association in accordance with Rule 29 & 30. To monitor the Rules to ensure they do not become out of date, making recommendations to the General or Executive Committee as necessary.
7. Property. To maintain a record of any valuable property of the Association, other than that held by the Librarian, and its location, and to ensure that it is in safe hands at all times.
8. Other duties. To carry out other duties that may be required for the advancement of the Association and the furtherance of its objects.
9. Delegation. Responsibilities may be delegated to other Officers or members by agreement with the General Committee.

Updated January 2024



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TREASURER

General Fund

1. To administer the general fund of the Association in the best interests of the Association and in accordance with the decisions of the General Committee.
2. To produce accurate annual accounts, properly inspected by the officer appointed by the Association for this purpose, and oversee their publication in the Annual Report.
3. To monitor the financial and membership returns of the branches to ensure that they are in accordance with the rules, and to maintain liaison with the appropriate branch officers.
4. To make recommendations to the General Committee regarding the rates of fees and subscriptions to ensure the financial soundness of the Association, and regarding the rates of travel expenses.
5. To make recommendations to the General Committee regarding the investment and disinvestment of capital reserves.
6. To hold all insurance policies of the Association, and to ensure that cover is updated as necessary.

Bell Fund

7. To administer the bell fund of the Association in accordance with its rules, the requirements of the Charity Commissioners and Inland Revenue and in accordance with the decisions of the General Committee.
9. To encourage Parishes and Trustees of ringing installations in the care of charities to affiliate to the Association, and to maintain records of such affiliations.
10. To produce accurate annual accounts, properly inspected by the officer appointed by the Association for this purpose, and oversee their publication in the Annual Report.
11. To complete such returns as required by the Charity Commission, and to ensure that records held by the commission are accurate and up to date.
12. To promote the, the use of Gift Aid in collaboration with other appropriate officers, and to make any necessary claim for repayment of income tax by the Inland Revenue.
13. To make recommendations to the General Committee as to the availability of funds for grant aid
14. To make recommendations to the General Committee regarding the investment and disinvestment of capital reserves.
15. To perform such other duties as may be agreed by the General, Executive Committee or Trustees of the fund.

Updated January 2024

As first approved by the General Committee on 16 February 1991 and modified since

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PEAL SECRETARY

1. To check that every true peal rung for the Association is in accordance with the current decisions of the Central Council of Church Bell Ringers and with the rules of the Association.
2. To collect all peal booking fees due and forward them to the Treasurer at regular intervals as mutually agreed.
3. To provide a summary of the peals rung for the Association in the year for inclusion in the Annual Report.

Updated January 2024



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Officers' Terms of Reference

TOWER ADVISER

1. To provide an advisory service within the Association concerning the maintenance and restoration of church bells and their fittings.
2. To inspect and report upon bells or bell installations for affiliated churches on receipt of a written request from the incumbent, churchwarden or PCC Secretary or an authorised trustee on the case of bell installations in buildings in the care of charities.
3. To ensure that all reports are prepared in an unbiased manner and so that, as far as possible, no liability falls upon the reporting officer or the Association in respect of advice which subsequently proves to be unreliable or incorrect.
4. To maintain liaison with the bell adviser to the Diocesan Advisory Committee to ensure that the latter is informed on appropriate matters which are of concern to the Association.
5. To provide an annual report of activities of the service for inclusion in the Annual Report.
6. To inspect and report to the Trustees of the Ringing Support Fund (RSF) on the standard and effectiveness of work undertaken, where that work has been supported by an RSF grant. If the work proves satisfactory, then this report will enable the release of the grant funds.
7. These duties may be delegated to assistant advisers elected by the General Committee.
8. To make recommendations to the General Committee regarding proposals for the election or re-election of Assistant Tower Advisers.

Updated January 2024



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Officers' Terms of Reference

LIBRARIAN

1. To maintain the Association library and archives in suitable premises and under suitable storage conditions, approved by the General Committee, and to make material available for reference to members at convenient times.
2. To arrange for the issue on loan of such material which, in his/her opinion, may safely leave his/her custody, upon such conditions and charges as he/she may deem necessary.
3. To encourage Association and Branch officers to deposit in the library all important books and documents of the Association which are not required for current work.
4. To encourage the deposit by individual members of books and other important material on bells and bell ringing which they no longer wish to retain.
5. To recommend to the General Committee on the desirability of acquiring further publications when considered appropriate.
6. To publish periodically a full list of the library contents.

Updated January 2024



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RINGING SUPPORT FUND OFFICER

1. To receive requests for inspections by the Tower Advisory Service, liaising with the Advisers to enable the inspections to take place.
2. To receive requests for grant support from the Ringing Support Fund (RSF)
 - Liaising with the Association Treasurer to ensure the eligibility of the applicant
 - Offering advice to the applicant on the RSF and applications, including supplying relevant documentation and forms.
 - Liaising with the Tower Advisory Service to facilitate the required inspection.
3. Co-ordinate the grant decision process with trustees, providing copies of all relevant documentation, feeding back the trustee decision to the applicant.
4. Monitor the project to check for completion within the two year grant window.
5. Receive notification of completion from the applicant, and commission the completion inspection by the Tower Advisory Service.
6. Subject to a satisfactory in section report liaise with the Association Treasurer for the release of grant funds.
7. To provide a report to the General Committee on activities of the fund, and for inclusion in the Annual Report.

Updated January 2024



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Officers' Terms of Reference

EDUCATION OFFICER

1. To collate information on educational practices in the field of bellringing and on available publications and other materials which may be required.
2. To maintain a list of those qualified instructors, which have been approved by the general Committee, in all the varied disciplines necessary to improve the standards of bellringing in the Diocese.
3. To arrange such educational courses as may be deemed necessary, in close collaboration with the treasurer if Association financial support is required, for the training of instructors, towers captains, and of new ringers at all levels of proficiency in the art of ringing.
4. To recommend to the General Committee suitable candidates to attend Central Council or other national or regional courses, and on the desired level of sponsorship if required.
5. To maintain liaison with the Central Council Education Committee.
6. To maintain close liaison with those Association Officers whose spheres of responsibility may be affected by the planned educational programme.
7. To report annually in writing to the General Committee on progress during the year and the plans for the future, in suitable format for inclusion in the printed annual report and within the time limits set by the General Committee.
8. To carry out such other activities as may be agreed by the General Committee.
9. These duties may be delegated to other suitable instructors approved by the General Committee. If desired, and when so authorised by the General Committee, such instructors may be formed into an education sub-committee, under the chairmanship of the education officer, and answerable to the General Committee on all educational matters.

Reviewed 2015



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Officers' Terms of Reference

REPORT EDITOR

1. To collate the information provided by other officers in readiness for printing the Handbook & Annual Report Book each year.
2. Review with contributors to ensure accuracy.
3. To invite suitable firms to advertise in the Association's Report on terms as advantageous as possible to the Association.
4. Arrange for printing of adequate copies of the Handbook & Annual Report Book.
5. Arrange for the distribution of the Handbook & Annual Report Book to Branches and Association Officers.

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Officers' Terms of Reference

MEMBERSHIP SECRETARY

1. Maintain the membership database, liaising with Branch Secretaries to ensure all changes to membership are recorded.
2. Maintain templates for all membership and long-service certificates, supplying electronic or printed copies to Branch Secretaries as necessary. In the case of 50 year + certificates, Master's Certificate and HLM certificates
3. To provide new member welcome packs via Branch Secretaries.

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