

# The Bath and Wells Diocesan Association of Change Ringers

## Terms of Reference of Association Officers

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### 1. MASTER

1. To act as Chairman at all General Meetings of the Association and at all meetings of the General and Standing Committees, and to preside at all other general meetings of the Association.
2. To take such other action as he/she may deem necessary, after consultation with the General or Standing Committee if appropriate, for the advancement of the Association and the furtherance of its objects.
- 3 To represent the Association's interests and concerns to the Diocesan Bishop or other appropriate diocesan authority when necessary
4. The above-mentioned duties may be delegated to another appropriate officer of the Association in unavoidable circumstances.
5. To liaise with the General Secretary and Treasurer on day to day matters as necessary
6. 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 under Rule 4.)

Reviewed 2015

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### 2. GENERAL SECRETARY

1. Meetings. To convene and organise the following meetings:
  - a. The Annual General Meeting of the Association;
  - b. Special general meetings of the Association as directed by the Master, General Committee or Standing Committee;
  - c. All meetings of the General and Standing Committees;
  - d. All other gatherings of the Association.
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. Membership Certificates. To monitor stocks of membership certificates and to distribute them to Branch Secretaries as required.
6. Bell Fund Grants. To examine applications for assistance from the Bell Fund and to submit appropriate recommendations to the General Committee in collaboration, as necessary, with other appropriate officers.
7. Correspondence, etc. To deal with the ordinary correspondence of the Association either directly or by referring matters to another appropriate officer.
8. Rules. To deal with proposals for changes to the rules of the Association in accordance with Rule 15. To monitor the Rules to ensure they do not become out of date, making recommendations to the General or Standing Committee as necessary.
9. 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.
10. Other duties. To carry out other duties that may be required for the advancement of the Association and the furtherance of its objects.
11. Delegation. Responsibilities may be delegated to other Officers or members by agreement with the General Committee – see TOR for Report Editor and Membership Secretary.

Reviewed 2015

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### 3. TREASURER

#### General Funds

1. To administer the general funds 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 audited by the officer appointed by the Association for this purpose, for publication in the Annual Report, in a form acceptable to the General Committee and within time limits set by that Committee.
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 appropriate to entitled officers.
5. To make recommendations to the General Committee regarding the investment and disinvestment of capital reserves.
6. To encourage parishes to affiliate to the Association, in collaboration with other appropriate officers, and to maintain records of such affiliations.
7. To hold all insurance policies of the Association, and to ensure that cover is updated as necessary.
8. To arrange for the supply of badges to be available to branch officers as required.

#### Bell Fund

9. To administer the bell fund of the Association in accordance with the requirements of the Charity Commissioners and Inland Revenue and in accordance with the decisions of the General Committee.
10. To produce accurate annual accounts, properly audited by the officer appointed by the Association for this purpose, for publication in the Annual Report, in a form acceptable to the Charity Commissioners, the Inland Revenue, and the General Committee.
11. To promote 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.
12. To make recommendations to the General Committee as to the availability of funds for grant aid in appropriate cases.
13. To make recommendations to the General Committee regarding the investment and disinvestment of capital reserves.
14. To perform such other duties as may be agreed by the General or Standing Committee.

Reviewed 2015

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### 4. 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, less expenses, to the Treasurer at regular intervals as mutually agreed.
3. To record all acceptable peals in the Association Peal Book.
4. To keep records of all quarter peals published in 'The Ringing World' as rung in the Diocese, together with matters of interest relating to them.
5. To make the following written reports annually to the General Committee in a form suitable for inclusion in the printed Annual Report within the time limits set by the General Committee:
  - a. A summary of the year's peal ringing activities;
  - b. Details of methods rung to peals for the Association to date;
  - c. A summary of the year's quarter peal activities;
  - d. Full details of all peals rung in the year for the Association;
  - e. The number of quarter peals rung in each tower in the Diocese during the year.
6. Responsibilities may be delegated to another officer with the agreement of the General Committee.

To be reviewed

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### 5. Tower Adviser

1. To provide an advisory service within the Diocese on the maintenance and restoration of church bells and their fittings.
2. To inspect and report upon bells or bell installations within the Diocese on receipt of a written request from the incumbent, priest-in-charge, churchwarden or PCC Secretary.
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 bells 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 report annually in writing to the General Committee in a format suitable for inclusion in the annual printed report and within the time limits set by the General Committee.
6. To inspect and report to the General Secretary on the standard and effectiveness of work carried out by contractors and others on bell installations in cases where bell fund grants have been approved subject to the Tower Adviser being satisfied.
7. These duties may be delegated to assistant advisers elected by the Association, at the Tower Adviser's discretion.
8. To make recommendations to the General Committee regarding proposals for the election or re-election of assistant bell advisers.

Reviewed 2015

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### 6. 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 report annually in writing to the General Committee on the progress and use of the library, in a format suitable for inclusion in the printed Annual Report and within the time limits set by the General Committee.
7. To publish periodically a full list of the library contents.

Reviewed 2015

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### 7. Bell Funds Officer

1. To collate information on all appropriate forms of fund raising, and the regulations applicable to funds of charitable status.
2. To make Association members, the general public, congregations etc aware of the working and function of the Bell Fund and the need for everyone to play a greater part in financing bell restorations throughout the Diocese.
3. To encourage and support individuals and Branches to initiate suitable fund raising activities for the Bell Fund.
4. To encourage individual members who are tax payers to make \*Gift Aid donations in favour of the Bell Fund, in co-operation with the Treasurer.
5. From time to time to undertake active fund raising for the Bell Fund by, for example, promoting the sale of suitable items in close collaboration with the Treasurer and subject to the authority of the General Committee.
6. To ensure that all funds received for the Bell Fund are carefully accounted for and passed to the Treasurer without delay.
7. To give advice on fund raising for bell restoration projects to individuals, Branches, parishes etc. on request.
8. To carry out such other activities as may be agreed with the General Committee.
9. To report annually in writing to the General Committee in format suitable for inclusion in the printed annual report and within the time limits set by the General Committee.

\* Reference to Deeds of Covenant deleted.

Reviewed 2015, noting that item 7 is currently undertaken by the General Secretary via Central Council Bell Restoration Committee connections.

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### 8. 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.

To be reviewed



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### 9. Report Editor

1. Annual Report. To prepare for printing and to publish and/or distribute the Annual Report in the general format approved by the General Committee within the time limits set by that committee.
2. Advertisements in the Report. To invite suitable firms to advertise in the Association's Report on terms as advantageous as possible to the Association.

Reviewed 2015

### 10. Membership Secretary

1. Membership data. To maintain a data base of members, liaising with the Honorary Archivist as necessary
2. New member packs. To send out new member welcome packs via tower correspondents

Reviewed 2015