



# The Bath and Wells Diocesan Association of Change Ringers

## Officers' Terms of Reference

### 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 To monitor the Rules to ensure they do not become out of date, making recommendations to the General or Executive Committee as necessary.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.

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