



# The Bath and Wells Diocesan Association of Change Ringers

## 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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