



The Bath and Wells Diocesan Association of Change Ringers

Officers' Terms of Reference

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.

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