



# The Bath and Wells Diocesan Association of Change Ringers

## 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.

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