

Guild Officers - what our volunteers do

The following suggestions may be helpful to members thinking of offering themselves for election. The descriptions are in no way exhaustive but are intended to give a feel for some of the offices.

All Officers

- 1 Put simply, Officers aim to further the Objects and Aims of the Guild - essentially that is to encourage more and better ringing, good bell maintenance and safe practice by uniting ringers for mutual support.
- 2 The Guild organises meetings, practices and events. You may well be involved in the planning of these.
- 3 Good communications are always important. Simply talking to as many people as possible at Guild or District events helps enormously.
- 4 District members may come to you for help and advice on matters concerning their bells and ringing in their tower. Other Officers and Committees are available for advice and support.

Principal Officers:

Guild Master

The figure head of the Guild, represents the Guild to outside bodies and chairs Guild meetings, The Annual General Meeting and any extraordinary meeting that may be called and meetings of the Guild Executive Committee; attends meetings of the Bell Restoration Trustees and the District Officers' Forum. It is desirable to attend some meetings of the various Committees of the Guild. This should all be done in an efficient and friendly manner. In co-operation with your deputy attend the District Annual Meetings, co-ordinate the work of the other Officers and make sure nothing is left undone.

In conjunction with other officers make policy and the day-to-day for the Guild.

You are one of the Trustees of the Bell Restoration Fund, a Registered Charity.

Guild Vice-Master

To support the Master in the above duties and deputise as required.

Treasurer

To receive and account for all monies paid to the Guild and make payments as may be required and authorised. To keep accurate records, and draw up annual accounts.

You are one of the Trustees of the Bell Restoration Fund and would be expected to be the Treasurer of the fund, keeping necessary records and preparing and submitting accounts as required of a Registered Charity. You will chair the meetings of the Trustees.

Secretary

As Secretary you are the focal point for communication. You receive letters, emails, reports and telephone calls and disseminate information to the appropriate people as quickly and effectively as possible. You book halls for the Executive Meetings and District Officers Forum and work with the district that hosts the A.G.M. each year, deal with the sales of membership certificates and Guild badges and organise reprints and re-orders when necessary. You prepare agendas for meetings, calling in reports, budget bids, and papers for discussion from the other officers and committee conveners. In conjunction with other officers make policy and the day-to-day decisions for the Guild.

You are one of the Trustees of the Bell Restoration Fund and will act as its secretary.