

# LLANDAFF & MONMOUTH DIOCESAN ASSOCIATION OF CHURCH BELL RINGERS

## JOB DESCRIPTION: GENERAL SECRETARY

- Responsible to:** The Association Management Committee and to the membership as a whole.
- Appointed by:** Election at the Association Annual General Meeting.
- Tenure:** May not hold office for a period of more than six consecutive years without a break of at least one year.

### Detailed Duties:

1. **L&MDACBR Annual General Meeting (AGM) – 1 meeting per year**
  - i. Draw up the agenda for the meeting to be held within 4 weeks of Easter Day.
  - ii. Advertise date and venue of AGM in the Ringing World (RW) 4 weeks in advance.
  - iii. Publicise the AGM through distribution of the agenda to towers with membership.
  - iv. Organise venue and towers to be open for ringing.
  - v. Request local ringers to organise a ringers' tea, and advise on numbers likely to attend.
  - vi. Take minutes of the meeting.
  - vii. Deal with correspondence.
  
2. **L&MDACBR General Meetings (Extraordinary)**
  - i. To arrange a meeting as deemed or requested by not less than 3 percent of the voting members at least 8 weeks prior to the date of the requested meeting.
  - ii. Draw up the agenda.
  - iii. Organise the venue.
  - iv. Take minutes of the meeting.
  - v. Deal with correspondence.
  
3. **L&MDACBR Association Management Committee (AMC) – 4 per annum (Feb., May, Sept., Nov.)**
  - i. Draw up agenda (varied standing items: Feb AGM, Inter Branch Striking Comp., Sept Life Membership nominations)
  - ii. Organise venue.
  - iii. Distribute minutes and agenda to AMC members by email or surface mail.
  - iv. Receive and distribute the Treasurer's Report, and any other relevant papers.
  - v. Take minutes of the meeting.
  - vi. Deal with correspondence.
  
4. **Annual Report**
  - i. Production normally delegated to a willing volunteer as a single major project.
  - ii. Write General Secretary's Report.
  - iii. Hold stocks of the Annual Reports and distribute on demand, passing income received to the Treasurer.
  - iv. Coordinate arrangements for the distribution of Reports to members and towers as soon as possible before the Annual General Meeting.
  - v. Send copies to the Presidents and Vice Presidents of the Association.
  - vi. Send copy to The National Library of Wales.
  - vii. Send copy to the Librarian of the Central Council of Church Bell Ringers.
  
5. **Ringing World**
  - i. Provide the RW with a list of officers of the Association, for inclusion in the Ringer's Diary (this request is normally received in June for the following year).
  
6. **Bell Restoration Fund (BRF)**
  - i. Receive requests for grants.
  - ii. Organise *ad hoc* meetings for the Trustees.
  - iii. Report to the AMC with the Trustees' advice on size of grant and/or loan to be offered.
  - iv. Write to applicant with details of grant agreed by AMC.
  - v. Organise inspection of completed works.
  - vi. Inform Treasurer that grant and/or loan is payable.

7. **Central Council**
  - i. Inform the CC of elected representatives for each triennium (this is requested by Hon. Secretary).
  - ii. Advise as to current membership (this is requested by Hon.Secretary).
  
8. **All Wales Striking Competition** (normally hosted every 4 years)
  - i. Organise the venues for the 6 and 8 bell competitions.
  - ii. Inform the General Secretaries of the other Welsh Guilds and Associations of the itinerary and of the agreed 8 bell method and composition.
  - iii. Request the Association Master to appoint 2 independent judges for the competition, and arrange with the Treasurer for payment of appropriate expenses.
  - iv. Arrange with the selected venue for a ringers' service and the ringers' tea.

Nov. 07.  
Updated Nov. 08