

LLANDAFF & MONMOUTH DIOCESAN ASSOCIATION OF CHURCH BELL RINGERS

JOB DESCRIPTION: ANNUAL REPORT EDITOR

Responsible to: The Association Secretary

Appointed by: The Association Secretary

Tenure: Not specified

Detailed duties:

1. To produce an Annual Report on behalf of the Association Secretary in accordance with the Association Rules so that it can be distributed in good time to the membership before the Association's Annual General Meeting.
2. To produce a "Production Timetable" to be sent to all those anticipated to be providing "copy" for the Annual Report towards the end of the year for which the Report is to be prepared.
3. To liaise with the appropriate officers and members in compiling and editing their contributions which would normally include reports from:

the Association Master, the Secretary, the Treasurer, the Librarian, PR Officer, Branch officers, specialised practice organisers, peal recorder; the accounts of the Association and both Branches; obituaries; tower details and contact listings; and other such information as may be deemed useful to the members.
4. To liaise with the Public Relations Officer regarding advertisements to be carried, to offset production costs.
5. To liaise with the chosen printers during production and from time to time to review the cost of production.
6. To provide the Management Committee with a progress report at its last meeting prior to the Association's Annual General Meeting.
7. To liaise with the Secretary who coordinates distribution arrangements of the printed Report.
8. To produce the printed 'Fixture Card' after the Association's Annual General Meeting, and provide the Association Webmaster with a copy of the events listed therein once this has been finalised.