

## Guild Master

### Purpose

Making sure that the purpose of the Guild is delivered through a long-term plan and appropriate activities.

### Responsible for

- Collaborating with Officers and external stakeholders to create a fit for purpose rolling delivery plan of Guild activities which aligns with the Guild's purpose
- Supporting Officers to deliver activities either across the Guild or through the Branch structure, assisting with problem solving for situations which may prevent delivery
- Anticipating potential issues which may affect the delivery of the Guild plan and taking action to resolve
- Chairing designated Guild committee meetings
- Being the main point of contact for the President and the Carlisle Diocese.

### Interacts with

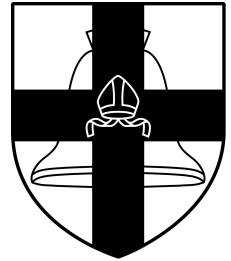
- All Guild Officers (frequently)
- Carlisle Diocese stakeholders via the Guild President (occasionally)
- Guild or Association Masters in other locations (occasionally)

### Would suit someone with

- Experience of chairing meetings
- Experience creating strategic plans and articulating these to others
- Understanding how to create collaboration in a volunteer committee environment
- Ability to support, facilitate and guide others
- A long-term thinking-ahead mindset.

### Commitment

- Attend Planning Committee and General Committee meetings, online or in person throughout the Guild, plus optional attendance at Operations Committee meetings.
- Approximately 10-15 hours a month expected
- Election is for a 3 year term
- Limit of 2 terms can be served.



## Guild Secretary

### Purpose

Being the central point of contact for people inside and outside the Guild, for data and information, and for ensuring the regular committee meeting schedules for the Guild takes place.

### Responsible for

- Acting as the central contact point for requests and information into and out of the Guild
- Distributing requests and information to the appropriate people, and pointing people in the right direction as required
- Owning the central database of members ensuring it is kept in a data compliant manner, that member communication preferences are honoured, and periodically checking the database accuracy
- Owning the structure of the Committee sharing documentation system
- Making sure minutes and actions are taken at meetings
- Distributing agenda, minutes and actions in a timely manner to the right people.

### Interacts with

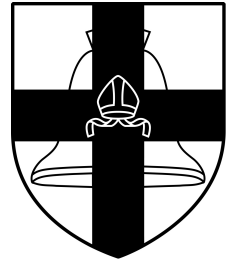
- Works closely with Guild Master, Communication and PR Officer, Events Officer and Branch Secretaries, Compliance Officer
- Main point of contact for Central Council (regularly)
- All Officers (regularly)
- Ringers who want to make contact with the Guild (occasionally).

### Would suit someone with

- Action oriented, helpful, can-do mindset
- A love of being in the middle of activities and being the go-to person
- Able to use technology for video conferencing, membership data storage and email circulation lists
- Understanding how to take minutes and create action plans
- A passion for working to plans and schedules.

### Commitment

- Attend Planning Committee, Operations Committee and General Committee meetings, online or in person throughout the Guild
- Approximately 10-15 hours a month expected
- Election is for a 2 year term
- Limit of 3 terms can be served.



## Events Officer

### Purpose

Organising Guild-wide events (eg, training, teaching, ringing meetings, striking competitions, socials), and supporting Branch Secretaries to deliver local events when required.

### Responsible for

- Booking venues (including online), catering, people and any other logistical requirements for events
- Deciding on the best method to take bookings and managing the booking process
- Collaborating with other Officers to ensure accurate and timely publicity of events
- Ensuring all compliance requirements for events (such as safeguarding and risk assessment) are communicated to those involved
- Providing feedback to relevant Officers regarding events (Guild and local) and any lessons learned.

### Interacts with

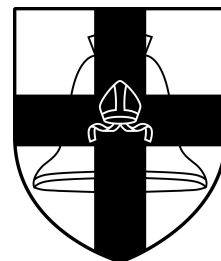
- Works closely with Guild Ringing Master, Branch Ringing Officers, Branch Secretaries, Communication and PR Officer, Compliance Officer.

### Would suit someone with

- Action oriented, helpful, can-do mindset
- Experience organising events
- Attention to detail
- Able to use technology for bookings.

### Commitment

- Attend Planning Committee and General Committee meetings, online or in person throughout the Guild
- Attend events as appropriate
- Approximately 5 hours a month expected
- Election is for a 2 year term
- Limit of 2 terms can be served.



## Branch Secretary

### Purpose

Organising Branch events (in whatever form the Branch takes) such as general or themed ringing practices, teaching sessions, outings, business meetings as required.

### Responsible for

- Booking venues, ringers, catering and any other logistical requirements for events
- Taking bookings and monitoring sign up using the Guild booking process where appropriate
- Collaborating with other Officers to ensure accurate and timely publicity of events
- Ensuring all compliance requirements for events (such as safeguarding and risk assessment) are communicated to those involved.

### Interacts with

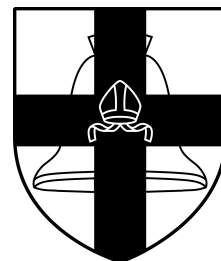
- Works closely with Event Officer, Guild Ringing Master, Branch Ringing Officers, Communication and PR Officer, Compliance Officer.

### Would suit someone with

- Action oriented, helpful, can-do mindset
- Able to organise events
- Attention to detail
- Able to use technology for bookings.

### Commitment

- Attend events being organised where appropriate
- Optional attendance at General Committee meetings, either online or in person throughout the Guild
- Approximately 5 hours a month expected
- Election is for a 1 year term
- No limit on how many times a person can be re-elected.



## Guild Ringing Master

### Purpose

Setting the direction of teaching, development and ringing activities which help the Guild achieve its long-term plan.

### Responsible for

- Collaborating with Branch Ringing Officers to keep informed of tower and ringers' developmental requirements across the Guild
- Defining teaching, training, developmental and ringing activities at a Guild level
- Providing guidance, advice and support to Branch Ringing Officers on Branch or tower-level teaching, training, development and ringing activities
- Leading Guild ringing events, and participating in Branch ringing events as desired
- Advocating the use of best practice teaching and training tools and pathways available
- Collaborating with other Officers to define the required content and information for publicising events.

### Interacts with

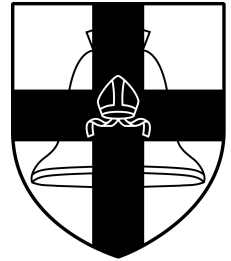
- Works closely with Branch Ringing Officers, Events Officer, Branch Secretaries, Communication and PR Officer
- Central Council, Association of Ringing Teachers and other bodies nationally (occasionally).

### Would suit someone with

- Sufficient understanding and ability in ringing to understand progression pathways, lead ringing and know what good sounds like
- Understanding of the environments and approaches which help people learn
- Passion for wanting ringers to develop
- Interest building networks and contacts.

### Commitment

- Attend Planning Committee and General Committee meetings, online or in person throughout the Guild
- Keep in touch with Branch Ringing Officers and/or Branch Secretaries across the Guild either in person or via other means
- Attend Guild ringing events
- Approximately 10-15 hours a month expected
- Election is for a 2 year term
- Limit of 2 terms can be served.



## Branch Ringing Officer

### Purpose

Leading Branch ringing activities (in whatever form and size the Branch takes) which help the Guild achieve its long-term plan.

### Responsible for

- Collaborating with local Tower Captains to keep informed of tower and ringers' needs
- Providing support to local towers and ringers which helps with their teaching, ringing and development
- Leading the ringing at Branch ringing events
- Supporting the aims of Guild ringing activities and ensuring local ringing activities align with this
- Advocating the use of best practice teaching and training tools and pathways available

### Interacts with

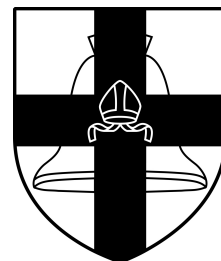
- Works closely with Guild Ringing Master, Tower Captains, Events Officer, Branch Secretaries.

### Would suit someone with

- Sufficient ability in ringing to lead ringing and understand what good sounds like
- Understanding of the environments and approaches which help people learn
- Passion for wanting ringers to develop.

### Commitment

- Attend General Committee meetings, online or in person throughout the Guild
- Attend local ringing events, and Guild events when possible
- At least 5 hours a month expected
- Election is for a 2 year term
- Limit of 2 terms can be served but re-election is possible at a future date.



## Communication and PR Officer

### Purpose

Using a variety of appropriate methodologies to distribute information about bellringing within the Guild and externally which help the Guild achieve its long-term plan.

### Responsible for

- Collaborating with other Officers, and stakeholders outside the Guild, to keep informed of upcoming activities, events, hot topics and initiatives which may be of interest to Guild members and the local community
- Collaborating with other Officers to understand the required content and information required for publicising events
- Proactively circulating information to Members using a variety of media/methodologies (eg, regular email bulletins, social media, website, annual reports) whilst honouring individuals' marketing preferences
- Owning the content of the website making sure that it is fit for purpose and always up to date
- Seeking opportunities to promote ringing with local communities and responding to external requests for information and publicity about ringing
- Commissioning, and sometimes producing, appropriate marketing and information materials within allocated budget.

### Interacts with

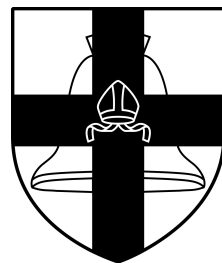
- Works closely with Guild Ringing Master, Events Officer, Branch Secretaries, Guild Secretary (frequently)
- Central Council and other ringing bodies nationally (occasionally)
- External community groups such as BBC, newspapers, Facebook groups, Church community groups (occasionally).

### Would suit someone with

- Ability to update websites, and use social media platforms and mailshot software
- Understanding of the history and place that ringing has in life and the community
- Experience of writing and speaking in public (for press releases and occasional radio broadcasts)
- Ability to monitor spend against an annual budget
- Interest building networks and contacts.

### Commitment

- Attend Planning Committee and General Committee meetings, online or in person throughout the Guild
- At least 15 hours a month expected
- Election is for a 2 year term
- Limit of 3 terms can be served.





## CC (Central Council) Reps

### Purpose

Representing the Guild on the Central Council of Church Bell Ringers (the Central Council).

### Responsible for

- Attending the annual Central Council meeting in person to represent the views of the Guild as appropriate
- Collaborating with other Officers, and Guild members where appropriate, to determine the views of the Guild to share within the Council, particularly regarding voting matters or policy decisions
- Disseminating decisions or information pertinent to the Guild to relevant Officers for action or further communication.

### Interacts with

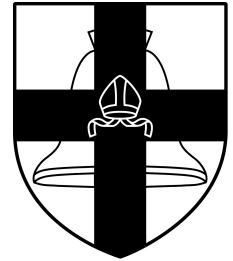
- Guild Secretary, Communication and PR Officer, Compliance Officer (sometimes)
- Central Council and other ringing bodies nationally (occasionally).

### Would suit someone with

- Interest in policy making, management and organisation of ringing

### Commitment

- Attend annual CC meeting in person (most recently held on first weekend in September)
- Attend General Committee meetings, online or in person throughout the Guild
- Approx 2 hours per month plus the annual meeting once a year for which travel expenses will be provided
- Election is for a 3 year term
- Limit of 3 terms can be served (ie, 9 years in total) with a gap of 3 years before re-election following that 9 year term.



## Finance Officer

### Purpose

Managing transactions and information relating to the finances of the Guild and Bell Restoration Fund (BRF).

### Responsible for

- Keeping appropriate records of financial transactions for the Guild and BRF
- Collecting annual Member subscriptions and other monies owed utilising gift aid and other financial incentives where appropriate
- Updating the membership list (from a payment perspective)
- Making financial payments
- Preparing annual financial statements as legally required
- Producing required financial reports and information to help the Guild make decisions on budgets in support of its long-term plan
- Providing advice and guidance to Officers and Members for fundraising initiatives.

### Interacts with

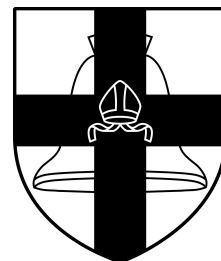
- Works closely with the Guild Secretary
- External organisations such as HMRC, Bank (occasionally)
- Other Officers and Members (occasionally).

### Would suit someone with

- Ability to interpret financial information and present it in simple reports following a standard protocol
- Experience utilising online banking for making payments and tracking receipts.

### Commitment

- Attend Planning Committee, Operations Committee and General Committee meetings, online or in person throughout the Guild
- Approximately 5 hours a month expected with potential for slightly more around the reporting deadlines
- Election is for a 2 year term
- Limit of 3 terms can be served.



## Archivist

### Purpose

Maintaining information and records relevant to the Guild.

### Responsible for

- Curating information of ringing performances by and for the Guild
- Maintaining an inventory of Guild property
- Ensuring Guild property is stored appropriately.

### Interacts with

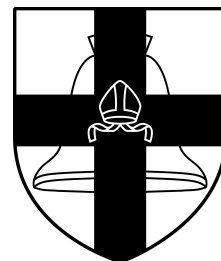
- Finance Officer, Communication and PR Officer.

### Would suit someone with

- Interest in record keeping and historical information.

### Commitment

- Attend General Committee meetings, online or in person throughout the Guild, with optional attendance at Operations Committee meetings
- Approximately 3 hours a month expected
- Election is for a term of 1 year
- No limit on the number of times a person can be re-elected.



## Compliance Officer

### Purpose

Providing guardianship of Guild policies relating to Health and Safety (H&S) and Safeguarding, and supporting all Officers and Members in the implementation and usage of these.

### Responsible for

- Collaborating with external bodies (eg, Central Council of Church Bell Ringers, Carlisle Diocese) to keep informed of best practice and up to date policy and guidance
- Owning the content of the Guild policies in relation to H&S and Safeguarding
- Providing guidance, process and advice to those who require it on implementing these policies (and how this links with Parish policy)
- Making sure that all relevant safeguarding and H&S checks and training is up to date for those who require it in the Guild.

### Interacts with

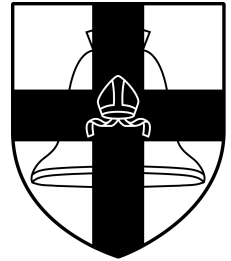
- Events Officer, Branch Secretaries, Branch Ringing Officers, Tower Captains (regularly)
- Parish Safeguarding Officers, Guild Safeguarding Officer (regularly)
- External advisory bodies such as Central Council, Carlisle Diocese (occasionally)
- Members (occasionally).

### Would suit someone with

- Interest in doing the right thing regarding H&S and Safeguarding
- Ability to create simple to follow processes.

### Commitment

- Attend Operations Committee and General Committee meetings, online or in person throughout the Guild
- At least 5 hours a month expected
- Election is for a 2 year term
- Limit of 2 terms can be served.



## Additional Officers

### Purpose

Volunteering and getting involved in Guild committee activities when required to support the Guild delivering its long-term plan.

### Responsible for

- Volunteering to get involved in various activities which could include but is not limited to:
  - Project work for updating the website, delivering a recruitment campaign, improvising the mail distribution system to members
  - Brainstorming approaches to events and ringing activities
  - Organising and supporting events on the day
  - Taking minutes at meetings
  - Running ringing
  - Teaching bell handling and supporting other training activities.

### Interacts with

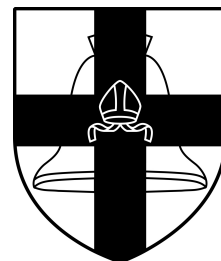
- Works closely with other Officers depending on involvement.

### Would suit someone with

- Interest in helping and to do their bit
- Action oriented, helpful, can-do mindset
- Ability to teach or lead ringing (within the framework provided by the Guild) - if volunteering to support those activities.

### Commitment

- Attend General Committee meetings, either online or in person throughout the Guild and optional attendance at Operations and Planning Committee meetings
- Hours can vary depending on how much you volunteer for, but likely to be in region of 4 hours a month
- Election is for a term of 1 year with no limit on how many times a person can be re-elected.



## Committees

	Planning Committee	Operations Committee	General Committee
Guild Master	✓*	( ✓ )	✓*
Guild Secretary	✓	✓*	✓
Events Officer	✓		✓
Branch Secretaries			( ✓ )
Guild Ringing Master	✓		✓
Branch Ringing Officers			✓
Communication & PR Officer	✓		✓
CC Reps			✓
Finance Officer	✓	✓	✓
Archivist		( ✓ )	✓
Compliance Officer		✓	✓
Additional Officers	( ✓ )	( ✓ )	✓

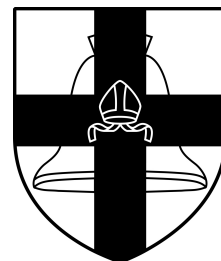
Planning committee - meets regularly to scan the horizon and check that planned activities are meeting the long-term plan. Makes decisions about future activities and gets the ball rolling on initiatives.

Operations committee - meets as required to fulfil statutory obligations and ensures the infrastructure of the Guild is working smoothly.

General committee - meets 2-4 times a year to make sure all Officers are informed about the long-term plan, and for all Officers to ask questions, make suggestions and review recent activities with a view to identify recommendations for improvement/action.

Activity or project based meetings as required - Officers are free to meet/communicate whenever required to discuss and make decisions about the implementation of events, planned activities and projects.

Brackets ( ) indicate optional attendance.



Star (\*) indicates likely chair of meeting.

## Hours expected per month

