Peterborough Diocesan Guild of Church Bellringers

Report Editor Role Description

Role Description

- To prepare the Guild's Annual report on activities undertaken in the year.

Responsibilities

- To be a member of the Guild Management Committee
- Select the colour and cover artwork, with input from interested parties
- Receive reports from the Guild Management Committee, Recruitment & Training Committee, Restoration & Maintenance Committee, the Training Fund and the Bell Repair Fund
- Receive accounts from the Treasurer
- Receive summary report, list of peals and new peal compositions from the Peal Secretary
- Receive list of quarter peals and report from ¼ Peal Compiler
- Publish the calendar (guild and branch level) with information from the Secretary and Branches
- Update lists of members from the Branches, check that these names and numbers tally
- Receive branch reports and Officer/committee information
- Update list of towers and contacts from information provided by branches
- Request permission to publish contact details (GDPR data with Secretary)
- Contact advertisers, incorporate paid advertisements and distribute copy to each advertiser
- Receive costs for printing
- Prepare distribution packs for each branch, for distribution at the Spring Meeting

Limitations

- The report editor's main role is to collate information, not to cross check that which is received. Information is sought, but cannot be verified by the editors.

Reports to

- Guild Management Committee

Main interactions

- Secretary
- Treasurer
- Peal Secretary and ¼ Peal Complier
- Webmaster
- Guild Committees
- Branch Secretaries, Treasurers, Membership Secretary (branch dependent)
- External contacts

Expectations

- Will submit to a DBS check and provide the results to the Guild for recording
- Will undertake safeguarding training to a suitable level through the CofE
- Will use suitable discretion in the handling of personal data
- Will have suitable technical capability to collate information and produce a report in a format acceptable to the printer