



# Peterborough Diocesan Guild of Church Bellringers

## Peal Secretary Role Description

### Role Description

- To be the main point of contact for the Guild to the diocese, the CCCBR, ringers in general and the general public

### Responsibilities

- To be a member of the Guild Management Committee
- Record peals rung for the Guild and maintain records of all such peals
- Checks all peals rung for the Guild for validity
- Receives peal fees from peal arrangers/conductors and transfers to the Guild accounts
- Receives fees from Non-Resident Members who were proposed prior to peals
- Collates peal information and compositions and provides to the Report editor
- Provides a report on Peal ringing activity
- Provides a list of Non-Resident Members proposed prior to peals for ratification at the Guild Management Committee.
- Stay abreast of changes in CCCBR definitions relating to peals
- Keeps in touch with the Peal ringing scene
- Maintains a list of Quarter peals rung in Guild towers in each year and provides this to the Report Editors

### Notes

- The Peal Secretary may choose to wholly delegate responsibilities relating to Quarter peals to a defined individual.
- The Peal Secretary does not have to be a keen peal ringer, but they should understand and be aware of the peal ringing scene, both locally and nationally.

### Reports to

- Guild Management Committee

### Main interactions

- Peal arrangers
- Treasurer
- Secretary
- Report Editor

### Expectations

- Will submit to an Enhanced DBS check and provide the results to the Guild for recording
- Will undertake safeguarding training to a suitable level through the CofE