



Peterborough Diocesan Guild of Church Bellringers

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
- To act as Secretary to Guild meetings and make arrangements for those meetings

Responsibilities

- To form one of the Guild Executive Committee, and act as a trustee of the Charity
- Undertake necessary administrative tasks for the Guild.
- Undertake necessary administrative tasks for Guild meetings, including receiving nominations, giving necessary notice, compiling the Agenda, collating the information to be distributed at the meeting, taking notes, preparing minutes and retaining signed copies of Guild Meeting minutes for transfer to the County Record Office
- To have contact details listed in the Ringing World Diary, on the Diocesan website and any other reasonable locations, as appropriate
- Organise the location and timing of the Guild Management Committee meeting and of Executive Committee meetings, as required
- Chair the Finance and General Purposes Committee & produce minutes thereof
- Prepare the rotation for hosting of Guild events
- Arrange the calendar of Guild events, in consultation with branches
- Take lead in liaising with branches on local arrangements for guild events
- Take the lead in Guild communication to branches, using the Guild newsletter and website and other communication mechanisms
- Distribute the Guild Annual Report to external parties who are eligible to receive a copy, including 10 year binding of reports for the County Record office.
- Hold the Guild's GDPR permissions for contact details to appear in the Guild Annual report and on the Guild Website
- Ensure that register of attendance at Guild events is held and maintained (with Safeguarding Officer)

Limitations

- The Secretary does not organise Guild events hosted by branches directly

Reports to

- Guild Management Committee on behalf of the Finance & General Purposes Committee

Main interactions

- Guild Officers
- Branch Officers
- Diocese
- CCCBR
- External contacts

Expectations

- Will be a suitable person to act as a trustee to the charity
- Will submit to an Enhanced DBS check and provide the results to the Guild for recording
- Will undertake safeguarding training to a leadership level through the CofE
- Will have suitable technology available to be able to execute their duties