

SUSSEX COUNTY ASSOCIATION OF CHANGE RINGERS

Registered Charity No. 268588

OFFICERS OF THE ASSOCIATION – OUTLINE OF DUTIES

- a) The Master oversees the activities of the Association through the District and Team structure. He chairs the formal meetings of the Association including Annual General Meetings and General Committee meetings and may be invited to chair all or part of District and Association Team meetings. He submits a report of the Association's activities to the March General Committee meeting for inclusion in the Annual Report and adoption at the Annual General Meeting.
- b) The General Secretary convenes all meetings of the Association in accordance with the Rules and brings together the Administration, Records and Library Team. Subsequent to the approval of the March General Committee meeting he will arrange the publication and distribution of the Annual Report.
- c) The Treasurer maintains the financial records of the Association and is responsible for any accounts and investments held in the name of the Association. He prepares an Income and Expenditure Account and a Balance Sheet in accordance with the requirements of the Charity Commission, for the year ending 31st December. An independent examination of the Accounts takes place before they are presented to the Finance Committee and published in the Annual Report. The Treasurer is also responsible for making any claims for Gift Aid and other tax recoverable.
- d) The Bell Restoration Fund Secretary convenes all meetings of the Bell Maintenance and Restoration Team. He liaises with the Diocesan authorities on redundant bells and on work undertaken in the County. He submits a report on the activities of the Bell Restoration and Maintenance Team to the March General Committee meeting for inclusion in the Annual Report and adoption at the Annual General Meeting.
- e) The Safeguarding Officer ensures that the procedures of the Association complies with the guidelines issued by the Central Council of Church Bell Ringers and the Diocese of Chichester, and all legal requirements. He also ensures, as far as possible, that all Association towers are aware of the guidelines and requirements. He will be a member of the Training and Recruitment Team.
- f) The Trustees are responsible for all funds, the capital of which is invested and held by them conjointly. The position of Trustee shall be limited and governed in accordance with the Charities Act 2011 and any other statutory modifications for the time being in force. They shall appoint an Independent Examiner of the Accounts.
- g) The District Secretaries communicate with members and organise ringing opportunities as required on a District level. They are part of the Administration, Records and Library Team and the key point of contact between the Association, networks and their leaders, and tower correspondents.

This list is not exhaustive and forms the basis of each Officer's duties, supported by Association and District Teams and Committees.

ASSOCIATION TEAMS - ROLES AND RESPONSIBILITIES

Training and Recruitment Team

- Support District Committees with training, teaching, courses and advice as requested
- Organise additional Association-wide courses and workshops
- Support the work of the Safeguarding Officer
- Develop opportunities for simulators and training centres
- Coordinate entries into national ringing competitions
- Engage with national training and recruitment initiatives as appropriate

Communications and Events Team

- Maintain the SCACR website
- Coordinate email communications
- Produce and distribute Soundbow and tower mailings
- Promote SCACR activities and initiatives in the local press, on radio and television, and in the Ringing World
- Provide advice and support for the recruitment of ringers
- Oversee SCACR Facebook and Twitter accounts
- Maintain the main SCACR calendar of events
- Organise Association-wide events
- Organise an SCACR presence at external events such as the Ringing Roadshow and the South of England Show

Bell Maintenance and Restoration Team

- Administer the Sussex Churches Bell Restoration Fund with the approval of the Trustees
- Advise and assist with tower inspections
- Provide maintenance advice
- Organise maintenance training / workshops
- Advise on sound control, tower access and use of redundant bells

Administration, Records and Library Team

- Collect and record membership subscriptions
- Produce the Association Annual Report
- Record peals on Association Database
- Record quarter peals on Association Database
- Collect peal fees and send to Association Treasurer
- Collect subscriptions and maintain list of Associate Members
- Publish reports of peals, quarter peals and other ringing achievements
- Oversee the organisation and administration of the SCACR's collection of books and ephemera

This list is not exhaustive and forms the basis of each Team's duties in delivering the Aims of the Association.