

This document has been approved by the District Committee  
and is available to all Huntingdon District Ringers

Approved 21<sup>st</sup> October 2023

THE ELY DIOCESAN ASSOCIATION OF CHURCH BELL RINGERS



HUNTINGDON DISTRICT

A guide for Ringers in the Huntingdon District  
to

The Structure and Responsibilities  
of the District Committee

and

The election of Ringing Members  
as Officers or Members of the Committee.

**October 2023**

**Schematic Map of the Huntingdon District**  
(showing most of the towers with 4 or more bells)

District Officers and Committee Members are all volunteers, and we recognise the contribution that everyone makes on behalf of District Ringers and ringing as a whole.

This is a summary of key responsibilities for each position. It has been written to help District Ringers understand what is involved in each role.

The Committee comprises the following officers:

President

Secretary/Treasurer

Membership Secretary

Ringing Masters x 2

District Bell Adviser

Webmaster

District Committee Members x 2

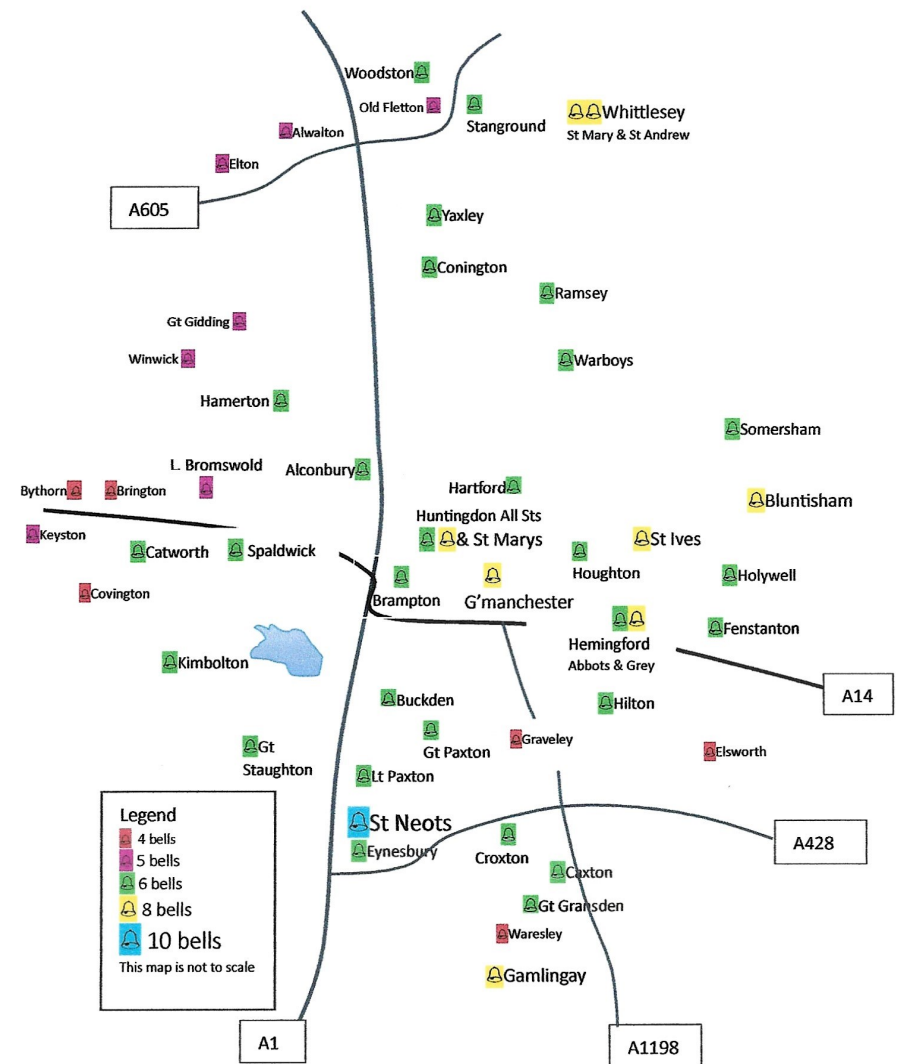
RATS Rep (Recruitment and Training)

Association General Committee Rep

Central Council Rep

Association Bell Fund Trustee

*Members of the District may, at an Annual General Meeting, choose to vary these offices.*



## Objectives of the Association

Ringling for Divine Service, teaching and promotion of ringing proficiency, the maintenance of church bells and bell installations, and maintaining a record of ringing activities within the Diocese of Ely.

### Extract from the Rules of the Association

Rule 11.

b) Only Ringing members, Junior Ringing members and Honorary Members of each District may vote at a meeting of that District.

c) Each District shall hold an Annual Meeting in January to elect the following officers:

President

Secretary

Ringling Master(s)

Association General Committee Representative

Bell Advisor

Any other officer(s) deemed as necessary for that District.

Ringling members, the number to be decided by each District, to serve on the committee.

d) A member shall be appointed by each District to be responsible to the Association Treasurer for collecting membership fees.

e) The District Secretary shall convene a business meeting at least three times a year, one of which should be the Annual General Meeting.

*The full Rules can be found in the Association Annual Report.*

## President

- Acts as a resource for District ringers and is pro-active in managing District business. Promotes recruitment, training and development of ringers.
- Detailed knowledge of how the District functions.
- Chair committee meetings and ringing business meetings.
- Liaise closely with the District Secretary to agree agendas for meetings and discuss other District business as required.
- Communicate with District Committee Members as required to discuss business and advise if necessary.
- Keep a watching brief on action points agreed at business meetings and liaise with the District Secretary to ensure completion.
- Communicate with District Ringers via Facebook, email or in person to encourage participation in District events.
- Encourage District Committee Members to contribute to and organise ringing and social events.
- Ensure that membership and long service certificates are distributed to Ringling Members as is practical.
- Be able and willing to respond to urgent situations arising in the District.
- Signatory on the District's General Fund.

## Secretary

- Detailed knowledge of how the District functions.
- Liaise closely with the District President to agree agendas for meetings and discuss other District business as required.
- Notify District Committee Members of forthcoming business meetings.
- Notify District Ringers of forthcoming events via various social media and email platforms.
- Prepare agendas for business meetings.
- Organise venues for third Saturday ringing and business meetings.
- Writing minutes of meetings and recording agreed action points.
- Follow-up on outstanding agreed action points to ensure completion.
- Planning the annual Ringing Programme, working with the Ringing Masters and President, taking into account any Association events. Present to the District Committee for approval.
- Contacting churches/tower captains to agree third Saturday meeting venues and details.
- Attending Association General Committee meetings (two) to represent the District.
- Attending District Committee meetings.
- Working with other District Officers to ensure that all relevant business is transacted at ringing and committee meetings.
- Treasurer of the District's General Fund.
- Preparing year-end accounts and have them independently examined for presentation at the ADM.
- Making disbursements as instructed by committee or agreed by members at a ringing or extra ordinary meeting.
- Working with the District Membership Secretary to reconcile membership lists for the Association Annual Report.
- Annually remind Tower Captains/Correspondents, in a timely manner, to advise if there are any changes in tower details for the Association Annual Report.
- Annually prepare a detailed report of the year's District events to present to members at the ADM, and for printing in the Association Annual Report.
- Maintaining an email distribution list of ringers in the District.
- Able and willing to respond to urgent situations in the District.

## Election of Ringing Members to Office or the Committee

Any ringing member of the Huntingdon District may put themselves forward for election as an officer, committee member, Central Council Rep\* or Association Trustee\*\*.

Ideally, candidates should be aware of the responsibilities of the office nominated for, indicate their interest, and arrange a proposer and a seconder in advance of the annual meeting (ADM).

A person may be appointed to more than one office.

If more than the required number for the post are nominated a secret ballot will be held.

Nominations en-bloc should not be encouraged.

## Ringling Members

Ringling members can be elected at any 'meeting' of District Ringers, typically at the ADM or on the third Saturday monthly ringing event. Only Ringling Members of the Association may propose, second or vote to elect new members. Once elected, new members can vote at any District business meeting and stand for election as a District Officer or Committee Member.

### **Central Council Rep (CC Rep)\***

- At an ADM each district nominates one Ringing Member to be a CC Rep for a three-year period, to be elected at an Association Annual General Meeting.
- Attend Central Council meetings to report on behalf of and feedback information to the District as applicable.
- Agree with the other District CC Reps who attends the Association Committee meetings (see Assoc Rule 9 a i), and when applicable to report and feedback information to the District committee and Ringing Members .
- Prepare interim reports for presentation to the District Committee or Ringing Meetings as required.
- Prepare a detailed report of the CC meeting for presentation at the ADM.
- An allowance is made from the Association General Fund for attendance at the CC Meeting.

### **Trustee to the Association Bell Fund\*\***

- The Association Bell Fund is a registered charity.
- Trustees have legal responsibilities and duties – see <https://www.gov.uk/guidance/charity-commission-guidance>
- Each district nominates one member to be a trustee for a five-year period, to be elected at an Association Annual General Meeting.
- The trustees meet as required to discuss bell restoration projects throughout the Association and agree loans or grants as applicable.

### **Membership Secretary**

- Notify members, in a timely manner, of subscriptions due.
- Collecting membership subscriptions, usually by BACS payments into the District General Fund and disbursing them to the Association General Fund.
- Follow up unpaid subscriptions during the year.
- Liaise with the District Secretary to reconcile membership numbers.
- Prepare a summary of District Membership for presentation at the ADM.
- Attending District Committee meetings.
- Prepare interim reports for presentation to the District Committee as required.
- Signatory on the District general fund.

### **Ringing Masters**

- Manage the ringing at third Saturday Ringing Meetings and when the District hosts an Association event.
- Organise additional ringing events, according to the agreed/approved ringing programme.
- Attending District Committee Meetings.
- Agree between themselves who will be responsible for which ringing meetings/events.
- Agree between themselves on special methods to be rung at third Saturday meetings and to notify the District Secretary in advance so that the information can be advised to ringing members.
- Liaise with the RATS Rep on training events.
- Prepare a detailed report of the year's activities for presentation at the ADM.

## **Training Officer / RATS Representative**

(The Association Recruitment & Training Sub-committee)

- Attend District Committee meetings.
- Represent the District at RATS meetings and feedback outcomes.
- Liaise with the District Secretary, Ringing Masters and other interested parties to organise and co-ordinate District Training Events.
- Prepare a detailed report of the year's training activities for presentation at the ADM.
- Prepare interim reports for presentation to the District Committee as required.

## **District Bell Advisor**

- Receive enquiries from District Towers and carry out inspections as requested.
- Carry out remedial work if possible as requested or recommended.
- Employ 'bell engineer' volunteers to help with any work as required.
- Liaise with the Association Bell Advisor as required. (Currently one in the same)
- Attend District Committee Meetings.
- Prepare interim reports for presentation to the District Committee or Ringing Meetings as required.
- Prepare a detailed report of the year's activities for presentation at the ADM.

## **Belfry Repair Fund Treasurer**

- Attend District Committee meetings.
- Recording the names of those present at third Saturday District ringing events.
- Collecting contributions for the Association BRF at ringing meetings and transferring them to the association BRF.
- Prepare year-end accounts and have them independently examined for presentation to the ADM.

## **Committee Members**

- Attending District Committee meetings.
- Represent District ringers at District Committee Meetings.
- When possible be involved with organising or helping with District ringing and/or social events.

## **Association General Committee Rep**

- Attending Association General Committee Meetings.
- Representing District ringers at these meetings and feeding back information to the District Committee as applicable.
- Attend District Committee Meetings.
- Prepare interim reports for presentation to the District Committee or Ringing Meetings as required.
- Prepare a detailed report of the meetings for presentation at the ADM.

## **Webmaster**

- Attending District Committee meetings.
- Maintaining the District Website ensuring that data is accurate, current and GDPR compliant.
- Troubleshooting any technical issues.
- Prepare interim reports for presentation to the District Committee or Ringing Meetings as required.
- Prepare a detailed report for presentation at the ADM.