

## Outlines of the roles of Chair, Secretary and Ringing Master

**Chairing** the District does primarily mean exactly that - chairing meetings, so you do need to be happy about keeping an agenda rolling and making sure quieter people get a chance to speak, as well as being prepared to be the face of the District at events. That's the visible part of the role, and in between meetings it means helping the Secretary to make sure that the things that were agreed at those meetings do get carried out, drafting documents and information to go out to Members, and being prepared to take the lead or help if anything unexpected occurs. If you really enjoy being a Committee member you might also choose to take part in the Guild's GMC (more on this below). Don't make the mistake of thinking you have to be a master ringer to discharge this role - efficiency and positivity will do the job even if you can only ring rounds.

**The District Secretary** is a great role for someone who enjoys organising things, keeping the work of the District running smoothly and being a key link with the central Guild. Typical activities involve taking minutes, organising and publicising District meetings and events - including the practicalities of preparing and clearing venues and providing teas (with help of course) - and Guild events if they are in our District, maintaining up to date records of all the tower correspondents and practice nights, together with contributing to the Guild Annual Report and distributing it. You may also, if you wish, get involved in the Guild's General Management Committee, which gives an interesting insight into other districts, how the Guild is financed, contributions to bell restorations etc. You do not need to be an experienced ringer, but some experience of committee work would be an advantage.

The only jobs the **Ringing Master** has to do are to run the ringing at District events, and organise judges for and steward at the District Striking Competition, and in fact everything CAN be delegated. In practice the RM's main role is to encourage and support bands and individual ringers across the District. Some bands are self-sufficient and are happy ticking along, but the occasional visit by the RM (or someone else competent) can give a band a lift, and can also help identify individuals who might benefit from some help elsewhere. To what extent this is done is a matter of choice. Some RMs are out every night of the week, others only venture out once or twice a month, but they should be available to arrange to provide support, whether they do it themselves or arrange for someone else to help.