

Central Council of Church Bell Ringers

Honorary Assistant Secretary

The Assistant Secretary is one of the elected officers of the Council and, as such, a trustee of the registered charity. S/he is a member of the Administrative Committee, which meets twice a year in March and October.

Principal responsibilities:

to be the primary contact for individual members of the Council, ie:

- maintaining the database of members' contact details
- liaising with the webmaster as appropriate to update member contact information on the website
- producing mailing labels for all members when required and any subsets of labels as required
- maintaining data protection declarations
- maintaining the register of Members' Interests (conflicts of interest) and providing copies of this to the other officers
- producing the attendance lists (registration sheets) for the annual meeting
- producing the list of members' specialist skills and committee interests at the beginning of each triennium
- preparing and organizing the printing of Council Meeting Ballot papers

To attend meetings of the Administrative Committee and prepare the (draft) minutes.

To prepare for these meetings a list of those members due to stand down from committees each year. (Currently this is dealt with by another member of the committee.)

Other tasks / projects as agreed with the Honorary Secretary and other officers.

To represent the Council at meetings or events as appropriate.