



## **Central Council of Church Bell Ringers**

### **Honorary Secretary Job Description**

1. The Secretary is the chief administrative officer of the Council and works closely with the Officers to support them in their rôles and work for the Exercise.
2. The Secretary organises the principal meetings of the Council, ie:
  - 2.1 arranges meetings of the Administrative Committee, prepares the agenda and collates papers for circulation;
  - 2.2 in conjunction with host societies arranges the annual meeting of the Council;
  - 2.21 prepares the agenda for this meeting, receives other papers and motions, liaises with *The Ringing World* to publish the agenda and annual report, and takes the minutes.
3. The Secretary is the principal point of contact with affiliated societies and requests payment of the affiliation fee and completion of triennial returns.
4. The Secretary is an Officer of the Council and as occupant of that post a Trustee of the assets of the Council.
5. The Secretary may be a signatory to payments made by the Treasurer.
6. The Secretary receives correspondence addressed to the Council, responds where appropriate or passes to other officers or committee chairmen for attention and action.
7. The Secretary will take part in regular conference calls between the Council Officers and take actions as required.
8. The Secretary liaises with committee chairmen to record changes in committee membership, co-options etc.
9. The Secretary liaises with external organisations such as English Heritage and the Church Buildings Council, prepares and attends meetings with these bodies and produces notes of the meetings, including for publication in *The Ringing World*.
10. The Secretary maintains appropriate records of the Council's business and advises committees on their records.