

## SUGGESTED JOB SPEC FOR CHAIRMAN

1. The Chairperson (CP) shall preside over, lead, guide and support the SERegion Committee in their endeavours to serve the members of the SERegion.
2. The CP shall attend all, or most, of the events within the SERegion primarily in the capacity of CP. The CP shall be a visible leader of the region at these functions to praise, thank and encourage both organisers and participants.
3. The CP should be able to control courteously adverse situations within the committee and region.
4. The CP should be familiar with committee procedure in order to control meetings. The CP should understand and be aware of HRGB rules and be in a position to answer members' questions.
5. The CP shall be an ambassador for the region, forging and encouraging links with other regions of HRGB.
6. The CP shall have a casting vote if needed.
7. The CP shall be nominated and voted in a proper manner by the members of HRGB SERegion at the AGM.
8. The CP shall stand for 3 years. This is to be adjusted by mutual consent at any time.
9. The CP may usually remain available as Vice Chairperson (VCP) for one year into the new CP's term of office for support and encouragement and to ensure a smooth handover for the benefit of SERegion.
10. The CP shall normally have been acting as VCP for 2 years prior to taking office to ensure that a suitable person is in place.
11. The CP shall attend national and international events whenever possible to represent the SERegion.
12. The CP shall be reimbursed for reasonable expenses.

Last modified 04-06-10

## SUGGESTED JOB SPEC FOR VICE CHAIRPERSON

1. The Vice Chairperson (VCP) shall be identified by the SERegion Committee and appointed one year into the CP's term of office in order that a close working relationship may be established during the two years prior to a smooth handover at the appropriate time, providing that person is elected in the proper manner by members of the region.
2. The VCP shall normally be chosen from within the SERegion Committee. A person shall be identified as having served proactively and constructively in the SERegion for the benefit of all. Ideally that person should also have served in a variety of roles within the committee.
3. The VCP shall have the same voting rights and overall responsibilities as a committee member.
4. The VCP shall be reimbursed for reasonable expenses.

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## SUGGESTED JOB SPEC FOR TREASURER

1. The Treasurer (T) shall be responsible to the SERegion Committee and the SERegion for the finance of the Region.
2. The T shall keep a proper account of the financial state of the region and supply a running total for each committee meeting and at other times if appropriate.
3. The T shall expect and receive proper subsidiary accounts from those members of the region who run events for the benefit of the SERegion.
4. The T shall oversee the accounts of the managers of newsletter distribution and sales table (and any others with a float of regional money).
5. The T shall produce statements for the SERegion AGM and liaise with the National Treasurer of HRGB as appropriate.
6. The T shall be responsible for ensuring a proper examination of the region's accounts for each year.
7. The time limit 6/8 years with extension as appropriate.
8. The T shall have the same voting rights and overall responsibilities as a committee member.
9. The T shall be reimbursed for reasonable expenses.

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## SUGGESTED JOB SPEC FOR SECRETARY

1. The Secretary (S) shall be responsible for the Minutes of SERegion Committee meetings and supply copies to the SERegion Committee members as soon as is reasonable in order for them to be checked for accuracy. A copy shall be kept on file after being signed by the Chairperson (or locum) at the following Committee meeting.
2. The S shall be a point of contact for the general public and bell ringers to answer queries and generally be a facilitator.
3. The S shall keep records as appropriate, deal with correspondence, etc.
4. The S is responsible for issuing the Agenda. The S shall ensure the notifications of AGMs/Resolutions etc are published at the required times.
5. The S shall be responsible for taking the minutes of AGMs, ensuring their accuracy and publishing said minutes in the next newsletter.
6. The S shall facilitate the SERegion's AGMs, publishing details of venues, collating voting slips, etc.
7. The S shall ensure venues for committee meetings with map and directions are available to committee members.
8. Time limit of 6/8 years to be extended by mutual consent if appropriate.
9. The S shall have the same voting rights and overall responsibilities as a committee member.
10. The S shall be reimbursed for reasonable expenses.

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## SUGGESTED JOB SPEC FOR COMMITTEE MEMBERS

1. The Committee Member (CM) shall attend 80% of SERegion Committee meetings each year, (currently 4:5 ratio).
2. The CM shall support the officers of SERegion in their endeavours to promote the art of handbell ringing within the SERegion.
3. The CM shall be properly appointed at the AGM by a fair system of nomination and votes for a period of one year. The CM shall be nominated by HRGB SERegion members.
4. The CM shall serve on the committee (if renominated and voted for) for a period of up to 4 years.
5. The CMs have a collective responsibility when a group decision is reached. This should be regarded as a shared decision, this must be accepted loyally and given support by all members.
6. The CM should exercise a certain degree of confidentiality especially in regard to frank discussions within committee meetings.
7. The CM shall have equal voting rights.
8. The coopted CMs as required by the Committee. This will depend on the reasons for coopting. The coopted committee members will not normally have voting rights.
9. The CMs and coopted CMs shall be reimbursed reasonable expenses.

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## SUGGESTED JOB SPEC FOR COUNTY REPS

1. The County Representative (CR) shall improve the lines of communication between the SERegion Committee, individual members and local teams within their county.
2. The CR shall be appointed by the SERegion Committee for a one year rolling appointment.
3. The copies of the minutes of the SERegion Committee meetings shall be provided together with a full list of HRGB sponsored events within the SERegion.
4. The CR shall not have full voting rights unless they are also committee members.
5. The CR shall be provided with a full list of teams and individual members within their county. The CR shall act as a focal point of enquiry. The CR shall be a facilitator for their county, supporting new members/teams, promoting membership of HRGB and encouraging organisers of events within their county.
6. The CR shall promote rallies and support teams wishing to provide events in their county for the benefit of members of HRGB.
7. The CR shall be the ambassador of handbell ringing goodwill in their county. The CR shall identify training/teaching needs both locally and in cooperation with other CRs.
8. The CR shall attend 2/3 SERegion Committee meetings per year if possible.
9. The CR shall not have full committee voting rights unless the CR is also a Committee Member.
10. The CR shall be reimbursed for reasonable expenses.

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## SUGGESTED JOB SPEC FOR SALES TABLE MANAGER

1. The Sales Table Manager (STM) shall be appointed by the SERegion committee. The appointment shall be for one year but may be extended or terminated by mutual consent of either party.
2. The STM shall provide a service for members of the SERegion at all events unless the Committee advise otherwise.
3. If the STM is unable to attend an event personally it is the STM's responsibility to delegate a locum to provide that service.
4. All items on sale shall be priced and displayed to encourage interest from the SERegion members.
5. Supplies shall be ordered by the STM primarily from the national STM and a good stock shall be maintained. Expensive items (unless specifically requested by members who will pay for them) should be discussed with the SERegion committee and treasurer prior to investment.
6. The STM shall have a float to be maintained for day to day running expenses (currently £100). Bills for purchasing stock shall be submitted to the SERegion Treasurer.
7. It is desirable that a sales report is given by the STM in person (or through an officer) following an event which included the sales table attendance.
8. The STM shall endeavour to attend committee meetings on a regular basis to liaise with organisers of events and SERegion officers.
9. The STM shall provide to the Treasurer a report of stocks held and their value together with an account of monies transacted yearly (currently for the AGM in March).
10. The STM is expected to attend the meeting prior to the AGM to present in person the annual sales report. A copy of this must be sent to the treasurer at a time requested by the treasurer.
11. Audits shall be conducted as arranged with the treasurer and committee.
12. The STM shall not have full voting rights unless the STM is also a committee member.

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## SUGGESTED JOB SPEC FOR NEWSLETTER EDITOR

1. The Newsletter Editor (NLE) shall be appointed by the SERegion Committee for a period of one year to be extended by mutual consent.
2. The NLE shall collate and publish 5 newsletters per year in February/March, April/May, June/July, Sept/Oct and November/December (the summer and Christmas gaps being agreed by the SERegion committee).
3. The NLE shall be responsible for maintaining an acceptable standard within the newsletter which reflects the image of the SERegion.
4. The NLE shall encourage SERegion members to send articles, etc and ensure that leaders or organisers of events identify a person(s) to report on the function. This usually entails a followup request to ensure the article arrives.
5. The NLE shall be responsible for sending a report to the Reverberations Editor in time for the publication of this national publication. This is currently biannually.
6. The NLE shall liaise with our valued advertisers and seek more to further subsidise the newsletters.
7. The NLE shall work closely with the newsletter distribution manager to ensure a smooth delivery of newsletters.
8. The NLE shall not have full committee voting rights unless the NLE is also a committee member.
9. The NLE shall be reimbursed for reasonable expenses.

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## SUGGESTED JOB SPEC FOR NEWSLETTER DISTRIBUTION MANAGER

1. The Newsletter Distribution Manager (NDM) shall be appointed by the SERegion Committee for a rolling one year appointment.
2. The NDM shall be responsible for organising economic and accurate photocopying of newsletters received from the newsletter editor, for collating copies including inserts and notices to be sent to members.
3. The NDM shall be responsible for the purchase of suitable envelopes (currently plastic), paper and postage, etc. The NDM shall have a cash float for this purpose.
4. The NDM shall work closely with the Treasurer in regard to monies spent.
5. The allocation of copies of the newsletter shall be vested in the committee.
6. The NDM shall ensure that accurate and upto date address labels are used for SERegion members (both individual and teams), advertisers, committee members, county and regional representatives and other persons or organisations appropriate to be in receipt of SERegion newsletters.
7. The NDM shall be supplied with appropriate labels for this purpose.
8. The newsletters shall be sent to officers, committee members, county and regional representatives and advertisers separately and first so that they may be in a position of knowledge for the benefit of the SERegion.
9. The newsletter shall be allocated in a ratio of 1:2 for team members with an extra one for odd numbers. Otherwise the ratio shall be 1:1.
10. The NDM shall not have full committee voting rights unless the NDM is also a committee member.
11. The NDM shall be reimbursed for reasonable expenses.

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## SUGGESTED JOB SPEC FOR YOUTH REPRESENTATIVE

1. The Youth Representative (YR) shall improve the lines of communication between the SERegion Committee, individual youth members and leaders and youth teams within their county.
2. The YR shall promote and maintain the future of HRGB SER by encouraging youth membership.
3. The YR shall be appointed by the SERegion Committee for a one year rolling appointment.
4. The copies of the minutes of SERegion Committee meetings shall be available together with a full list of HRGB sponsored events within the region.
5. The YR shall compile an up to date list of youth members registered with HRGB and those who need to be encouraged to join.
6. The YR shall not have full voting rights unless they are also committee members or officers.
7. The YR shall be provided with a full list of youth teams and individual youth members. The YR shall act as a focal point of enquiry. The YR shall be a facilitator, supporting new members/teams, promoting membership of HRGB and encouraging organisers of events within the region.
8. The YR shall promote rallies, fun days and events and support teams wishing to provide events for the region's youth.
9. The YR shall be responsible for a youth page in the SER Newsletter and facilitating a youth page on the website.
10. The YR shall attend 2/3 committee meetings per year if possible.
11. The YR shall be reimbursed for reasonable expenses.

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