

# 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 twice a year 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.

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.

to assist the Honorary Secretary at the Annual Meeting.

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

to represent the Council at meetings or events as appropriate.

MB

January 2011