



Dorset County Association of Church Bell Ringers

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Dorset County Association of Church Bell Ringers
Bell Restoration Fund is a registered charity. Charity number 294239

Guidance Notes on the roles of DCA Committee Members

The following provides a guideline of the roles of the DCA elected committee members as approved 5th Oct 2019.

Chairman

The Chairman shall promote the interests of the Association, chair meetings and be altogether responsible for the affairs of the Association.

To agree agenda items for meetings with the Secretary at least 1 week beforehand.

To chair meetings and approve the minutes thereof.

To encourage membership of the Association and the achievement of its aims and objectives.

To represent ringing and ringers to outside bodies as needed, working in conjunction with relevant committees members.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes.

Vice Chair

Deputise for the Chairman whenever the chairman is not available with reference to the above.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes.

Ringling Master

The Ringling Master has control of all ringing activities at Association Meetings including to run, or delegate the running of the ringing at, practices, tours and meetings. At these events they should ensure that each person present has a chance to ring at an appropriate skill level.

Arrange any Association practices meetings and outings including arranging the venue with the appropriate Tower Captains. When the ringing coincides with an Association Meeting (i.e. the AGM) then this should be done in liaison with the Secretary. All arranged meetings should be notified to the Secretary for distribution to the Association Membership.

Organise Association church services including inviting a member of the clergy to preach and an organist to play (in liaison with the Treasurer if fees involved).

Provide a report (verbal or written) to the AGM itemising ringing events for the previous year.

To encourage development of ringing at all levels within the Association in liaison with the Training Officer.

To obtain judges and stewards for Association Striking Competitions (when held) and to arrange competition bands as appropriate.

To arrange representation of the Association at funerals of deceased members.

Encourage membership of the Association and the achievement of its aims and objectives.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes.

Assistant Ringing Masters

To support the ringing master with any of their duties as agreed between the 3 officers in post. This can include running some of the ringing at meetings and practices.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes.

Secretary

The Secretary shall record the Minutes of General and Committee meetings and issue notices of all meetings of the Association.

Book the venue for the meetings (in liaison with the Treasurer if fees involved), other than ringing practices which are booked by the Ringing Master. Where a meeting involves both then bookings will be jointly organised by the Secretary and the Ringing Master (i.e. the AGM). Make arrangements for refreshments to be available if required.

Notify members of the Association dates, times and locations of Annual General Meetings / Extraordinary General Meetings (4 weeks – rule 10) and committee meetings (1 week – rule 10). This notification will be by email and for AGM/EGM also include a notice on the Ringing World's Website (Bellboard).

Set the Agenda for General and Committee meetings in liaison with the Chairman.

Write a Secretary's report for the AGM and provide the minutes from the previous AGM / committee meeting.

Collate and distribute all written reports (including minutes of the last meeting) for AGM's / committee meetings.

For Association social events; ensure the venue is booked, select menu, notify members and confirm numbers/menu choices with the venue.

Maintain the Association contact database and distribute all Association communications to members. This includes details of Association Ringing Events (as supplied by the Ringing Master) or general Bell Ringing News (normally supplied by the PRO).

Handle general correspondence including monitoring the DCA's dedicated email account dcacbr@gmail.com.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes.

Assistant Secretary

To support the secretary with any of their duties as agreed between the 2 officers in post.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes.

Data Protection Officer

The Data Protection Officer is to ensure compliance of data protection laws on the Association's behalf but the Data Controller (DCA Committee) remains ultimately responsible.

To provide all other Association representatives with advice on how personal data must be "processed" in general (i.e. in accordance with GDPR) and facilitate the actions required under legislation when individuals make a "Subject Access Request" ("SAR") i.e. a request for disclosure of all their personal data.

To maintain a log of any information disclosure breaches and report them as required under the appropriate legislation.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes.

Note: Because this role requires a close working relation with the Secretary (who holds most of the membership personal data) this role is often, though not necessarily, undertaken by the secretary.

Treasurer

To maintain the Association's financial records, including cash books and bank accounts, in accordance with the DCA and BRF Rules.

To prepare bank reconciliations and analyses of receipts and payments.

To bank cash and cheques received, make payments and bank transfers, issue receipts.

To keep the bank mandates up to date in accordance with DCA Rule 13 and BRF Rule 4b.

To record any expenses paid (where these are above £50 obtain consent from the committee prior to the expenditure).

To keep the membership records up to date (including collection of membership subscriptions) and maintain gift aid records (including to prepare / submit gift aid tax claims and correspondence with HMRC as necessary).

To prepare the Annual Return and accounts details and submit within the Charity Commission's time limit.

To obtain Charities Act declarations from all Trustees and maintain the Charity Commission Register.

To keep up to date with statutory and other regulatory requirements.

To prepare annual accounts at 31 December for independent examination, including an annual financial report.

Order trading stock items as required.

To coordinate Bell Restoration Fund Grant Applications.

General financial correspondence as required.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes.

Assistant Treasurer

To support the treasurer with any of their duties as agreed between to 2 officers in post.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes.

Web Master

To maintain the Association's Web Site and Facebook page. Monitor the DCA's dedicated Web Masters email account webdcacbr@gmail.com.

To proof read and upload news items as submitted.

To ensure that all other relevant information is kept up to date and accurate.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes. If no one is elected to this post then the Secretary would take up these duties.

Safeguarding Officer

To act as an adviser to members on all issues surrounding safeguarding including child / vulnerable adults protection.

To liaise with the appropriate Diocesan Safeguarding Adviser / CCCBR Safeguarding Officer / ART Safeguarding Officer so that advice can be given upon Safeguarding procedures and policies and any further legal changes that may affect the ringers of the Association (i.e. To provide advice to members on levels of Safeguarding training and DBS clearance which would protect them when they are on ringing activities, either with the Association or in their own tower).

To liaise with the appropriate Parish Safeguarding Officers / Diocesan Safeguarding Adviser in the event of a Safeguarding incident being reported.

The Safeguarding officer should complete Church of England approved Safeguarding training up to level C2 and DBS clearance within 6 months of taking office and maintain this level thereafter.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes. If no one is elected to this post then the Secretary would take up these duties in line with Church of England recommendations.

Training Officer

The training officer shall provide advice and guidance on the teaching of new ringers and coordinate training events as required.

To be the key contact point for all training / teaching matters relating to the DCA.

To maintain the Association Library of resources (Books, DVD's, etc.).

To support members, and their towers, in providing / developing training in response to their individual needs (including assistance with new ringers if required).

The training officer should also become a Full Member of the Association of Ringing Teachers (including completing any required ART training for that purpose) within 12 months of taking office and maintain this level thereafter.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes. If no one is elected to this post then the Ringing Master would take up these duties.

CCCBR Rep

To attend the annual CCCBR meeting on behalf of the Association.

To, when requested, provide a written report of the CCCBR meeting to the Association Committee / AGM.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes.

Note: The Central Council of Church Bell Ringers (CCCBR) Representatives are elected to the CCCBR to serve for three years. The number of representatives depends on the number of members we have. See current CCCBR rules to determine the number of representatives we can elect.

Public Relations Officer

The Public Relations Officer shall foster goodwill and mutual understanding between ringers, the general public and significant non-ringing bodies (including the media, church and government). They shall also promote and foster public awareness of ringing.

To provide advice and guidance on the recruitment of new ringers.

Be responsible for co-ordinating Association publicity including providing press liaison and act as a source of material for use by the Association Members for displays, exhibitions, etc. This could include taking ringing displays to public events such as fairs / fetes / shows.

Write reports following Association activities which should be submitted to the Web Master and appropriate public forums (i.e. Ringing World) in a timely manner to ensure that they are relevant and recent.

Collation of matters of interest to ringers including written reports / photos of events (all photos and publication of names MUST have the appropriate consent prior to use). These should be submit to the secretary for inclusion in a future member's information news / events bulletin and to the Web Master for publication on the Association's Web Site and Facebook page.

To arrange press releases, interviews and photo opportunities where necessary regarding the Association via TV, radio and local press.

To answer enquiries from ringers, public, press and clergy whilst liaising with the Association's Officers.

Provide a report to the committee on publicity activity including the results of any ongoing campaigns.

To attend Association social events wherever possible and report back if appropriate.

Keep the Secretary and Chairman FULLY informed of actions and seek advice BEFORE making any press releases or acting on behalf of the Association. If financial implications are incurred then this must be approved via the Treasurer in advance.

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes. If no one is elected to this post then the Secretary would take up these duties.

Bell Restoration Fund Trustee

A Trustees¹ must make sure that the Bell Restoration Fund charity is carrying out the purposes for which it was set up, and no other purpose. This means a BRF Trustee should:

- ensure they understand the charity's purposes as set out in its governing document (BRF Rules)
- be able to explain how all of the BRF's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

This post holder is a member of the DCA Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes².

You must be over 18 years of age and you must not act as a trustee if you are disqualified by:

- having an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- being bankrupt, or entering into a formal arrangement with a creditor
- removal as a company director or charity trustee because of wrongdoing

The Treasurer and Assistant Treasurer are automatically Trustees of the BRF (BRF Rule 4a)

Independent Examiner

To review the Association financial records and to issue a statement confirming that there are no matters that require further attention.

The Independent Examiner is an elected position but is NOT a member of the Committee. The Independent Examiner cannot be proposed or seconded by the Treasurer or Assistant Treasurer. The Independent Examiner cannot be a close family member of any other elected committee member.

¹ The charity part of the DCA is the Bell Restoration Fund and as such must have trustees.

² The Bell Restoration fund only receives donations and issues grants for bell restorations work (normally only one every few years). Therefore the trustees have very little to do and are only there to ensure the DCA, and its committee, process this fund in an appropriate manner. Effectively they should attend committee meetings and could in theory override the committee to stop a grant which they feel is inappropriate.