



Proposed ODG Officer Job Descriptions – from May 2026

Master

- Must be a change ringer
- Comply with those duties outlined in the Guild Rules
- Chair, where possible, all General Meetings of the Guild and meetings of the Executive
- Lead the Executive team to ensure they develop and implement short and medium term strategies for the Guild.
- Be in regular contact with the Chairman of the Scrutiny Committee to ensure a good working relationship between the Executive and the Scrutiny Committee.
- As an ex-officio voting member of the sub-committees and keep a watching brief on the work of them
- Represent the Guild where possible at Branch meetings.
- Coordinate all aspects of the Guild's representation and relationship with other bodies.
- Oversee/co-ordinate all enquiries concerning ringing within the Diocese either directly or via another appropriate officer.
- Work with the General Secretary to prepare agendas for General Meetings and Scrutiny Committee meetings.
- Work with Chair of the Scrutiny Committee to set agendas for joint Executive/Scrutiny Committee meetings.

Deputy Master

- Comply with those duties outlined in the Guild Rules.
- Chair General Meetings in the absence of the Master.
- Support the Master in the leadership of the Executive team to ensure the Executive team develop and implement a short and medium term strategy for the Guild.
- As an ex-officio voting member of the sub-committees keep a watching brief on the work of them.
- Represent the Guild where possible at Branch meetings and functions, especially those where the Master is unable to attend.
- Arrange judges and draws for the Guild 6, 8 and 10-bell striking competitions, select the composition for the 8- and 10-bell competitions and coordinate arrangements for those competitions with the Local Branch Secretary.

General Secretary

- Comply with those duties outlined in the Guild Rules
- Coordinate arrangements for General Meetings, Scrutiny Committee Meetings, Ringing Days and Guild Festivals with local Branch Secretary(s) and Area Stewards.
- As a member of the Executive, work with other members of the Executive to produce and implement short and medium term strategies for the Guild
- Book the Cathedral and Hall for Festivals held in Oxford.
- Prepare Agendas for General Meetings
- Oversee the production of Minutes of General Meetings and Executive meetings
- Oversee the production and distribution of notices and other papers related to Guild Functions.
- Liaise with Branch Secretaries on day-to-day Guild Matters
- Deal with all (non-financial) correspondence, internal and external, to the Guild.
- As an ex-officio member of the sub-committees, keep a watching brief on the work of them
- Represent the Guild where possible at Branch meetings and functions, especially those where the Master or Deputy Master are unable to attend.
- Organize and chair the annual Branch Secretaries' Meeting.

General Treasurer

- Comply with those duties outlined in the Guild Rules.
- Attend and report at Scrutiny Committee meetings
- As a member of the Executive, work with other members of the Executive to produce and implement short and medium term strategies for the Guild
- Deal with all financial matters and correspondence, internal and external, to the Guild.
- Arrange appropriate ringing insurance for Guild members

Public Relations Officer

- Plan and implement publicity policies for the Guild
- As a member of the Executive, work with other members of the Executive to produce and implement short and medium term strategies for the Guild
- Advise Guild members on all aspects of Public Relations especially dealing with the media and other aspects of publicity.
- Encourage good practice in communication within the Guild.
- Maintain a collection of display materials that can be used by members as required. Liaise with the Diocesan Communications office.
- Endeavour to ensure that all publicity of ringing in the Guild is accurate and promotes the good standing of the Guild.

Chairman of the Scrutiny Committee

- Chair meetings of the Scrutiny Committee and Chair the joint meetings of the Scrutiny Committee and Executive
- Be in regular contact with the Guild Master so retaining an awareness of the activities of the Executive beyond the regular Executive/Scrutiny Committee meetings.

Deputy Chairman of the Scrutiny Committee

- Chair meetings of the Scrutiny Committee and the joint meetings of the Scrutiny Committee and Executive if the Chairman is absent.

Secretary of the Scrutiny Committee

- Organise any required meetings of the Scrutiny Committee
- Liaise with the Guild Secretary to organise joint meetings of the Executive and Scrutiny Committee Meetings
- Produce minutes of the joint meetings between the Executive and the Scrutiny Committee, for the publication on the Guild website.

Honorary Assistant General Treasurer

- Deal with the management of the Guild's General Fund.
- Assist the General Treasurer as required.

Librarian

- Comply with those duties outlined in the Guild Rules
- Receive and archive minutes of all meetings of the Guild and its committees.
- Maintain the Guild's book collection and purchase items as required to keep the collection up to date.
- Receive and archive all correspondence no longer required by the General Secretary.
- File and maintain all Guild information.
- Oversee all use of the library including the borrowing and return of items.
- Report to the Executive as required

Report Editor

- Produce annual reports in time for the Annual General Meeting containing Officers' reports, accounts, branch reports, obituary list, list of long serving members, details of peals rung for the Guild, a list of tower correspondents etc.
- Advise on the cost of new editions.
- Produce and update a separate list of tower correspondents for sale.
- Coordinate the distribution of the report.
- Report to the executive as and when requested.

Peal Secretary

- Record details, verify and accept all monies for Guild Peals
- Register names and addresses of non-resident life members and provide lists of such members for ratification at the Annual General Meeting.
- Produce a report listing first performances and other performances of note for Guild records.
- Report to Executive as and when requested.

Oddbob Editor

- Produce the Oddbob publication.
- Coordinate the distribution of the publication.
- Report to Executive as and when requested.

Guild Steward

- Comply with those duties outlined in the Guild Rules.
- Represent the Guild where possible at Branch meetings and functions.
- Act as a link between the Guild leadership and the relevant branches
- In cooperation with the Local Branch Secretary, help with the arrangements for Guild Striking competitions, Meetings, Festival and Ringing Day.
- Meet with the Executive as and when requested.

Membership Secretary

- Keep a permanent record of the names of all categories of new members.
- Prepare and issue membership certificates as appropriate.
- Respond to queries about membership from Branch Secretaries and other members.
- Report to Executive as and when requested.

Safeguarding Officer

- Act as a focus for all members wishing to obtain information associated with the Guild's Policy on Safeguarding and its interaction with Oxford Diocesan Policy.
- Keep Guild members informed about developments in safeguarding
- Monitor the Guild's safeguarding policy and amend when guidelines change
- Act as a liaison between the Guild and the relevant Diocesan authorities on matters of Safeguarding.
- Arrange for any confidential information related to Safeguarding that needs to be retained, to be kept in an appropriate safe place.
- Monitor youth groups within the Guild (not linked to a specific parish) to ensure appropriate safeguarding measures are in place.
- Carry out regular reviews of the working of the Guild's Policy with relevant Guild Officers and report annually to the Executive (or more frequently if requested).

Website Manager

- Maintain the Guild's website, keeping the information displayed as up to date as possible and inserting items as requested by the Guild's Committee, or Guild members.
- Report to the Executive as and when requested.

Server Manager

- Maintain or arrange a platform on which the Guild website can be hosted which allows the Website manager easy access to maintain the website. This could be on a "self service" basis or a professionally managed, hosted, facility.
- Ensure the website is accessible and fully operational at all times apart from short times when updates are taking place.
- Maintain the Guild's email system ensuring the hosting facilities are suitable for the Guild's needs.
- Report to the Executive as and when requested.