

Appendix 1

Existing ODG Officer Job Descriptions

Master

- Must be a change ringer
- Comply with those duties outlined in the Guild Rules
- Chair, where possible, all General Meetings and General Committee Meetings.
- As an ex-officio voting member of the sub-committees, attend F&GP meetings and keep a watching brief on the work of the others.
- Represent the Guild where possible at Branch meetings.
- Arrange for Preacher and details of the service for the Festival when it is at the Cathedral. In other cases liaise with the host Branch.
- Coordinate all aspects of the Guild's representation and relationship with other bodies.
- Respond to all enquiries concerning ringing within the Diocese either directly or via another appropriate officer.
- Prepare agendas for General and General Committee meetings with the General Secretary.

Deputy Master

- Comply with those duties outlined in the Guild Rules.
- Chair General Meetings and General Committee Meetings in the absence of the Master.
- As an ex-officio voting member of the sub-committees, attend F&GP meetings and keep a watching brief on the work of the others.
- 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 and the General Secretary.

Honorary General Secretary

- Comply with those duties outlined in the Guild Rules
- Coordinate arrangements for General Meetings, General Committee Meetings, Ringing Days and Guild Festivals with local Branch Secretary(s) and Area Stewards.
- Book the Cathedral and Hall for Festivals held in Oxford.

- Prepare Agendas for General Meetings and General Committee Meetings with the Master.
- Oversee the production of Minutes of 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, attend F&GP meetings and keep a watching brief on the work of the others.
- 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.

Honorary General Treasurer

- Comply with those duties outlined in the Guild Rules.
- Attend and report to General meetings and General Committee meetings
- Deal with all financial matters and correspondence, internal and external, to the Guild.
- Attend F&GP meetings.

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 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.

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.

Newsletter Editor

- Produce a Guild Newsletter at least three times each year.
- Coordinate the distribution of the Newsletter.

Area Steward

- Comply with those duties outlined in the Guild Rules.
- Represent the Guild where possible at Branch meetings and functions.
- Attend F&GP meetings.
- In cooperation with the Local Branch Secretary, help with the arrangements for Guild Striking competitions, Meetings, Festival and Ringing Day.

Public Relations Officer

- 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.

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.

Safeguarding Officer

- Act as a focus for all members wishing to obtain information associated with the Guild's Policy on Child Protection and its relation to the Diocesan Policy.
- Act as a liaison between the Guild and the relevant Diocesan authorities on matters of Child Protection.
- Process the Confidential Declaration Forms completed by those members who have not done so through their own PCC.
- Keep an up to date record of all members who have completed Confidential Declaration Forms by either means including confirming such completion with appropriate persons.
- Arrange for any confidential information related to Child Protection that needs to be retained, to be kept in an appropriate safe place.
- Carry out regular reviews of the working of the Guild's Policy with relevant Guild Officers and report annually to the General Committee.

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 Committees.

Minutes Secretary

- Take and produce Minutes of all General and General Committee Meetings for the General Secretary.

Trustees

- Comply with those duties outlined in the Guild rules.
- Be responsible for the property of the Guild both real and personal.