

Officer Roles WM Region HRGB

Chair

Provides leadership.

Makes Zoom arrangements for committee meetings.

Presides over meetings

- Calls meeting to order
- Decides if quorum present
- Announces agenda items
- Ensures members can contribute to discussions
- Calls for a vote
- Confirms date next meeting
- Adjourns the meeting

Attends Regional Events.

May need to represent/be a spokesperson for the WM Region.

Has knowledge of policies & practices of HRGB and WM Region and the way in which HRGB works.

Takes on the role of Safeguarding Officer if no one else is willing/able (directive from NEC HRGB).

Secretary (some of the tasks have been delegated to other committee members in the past)

First port of call for regional members and the public for answering general queries including finding a local team & suggesting teams who might be available to play at events.

Circulates notices to regional teams about events including putting out the notice about the AGM one month before it happens.

Draws up the agenda for committee meetings.

Takes the minutes of the committee meeting and circulating the draft to other members of the committee.

Treasurer

The roll of Treasurer is not a difficult one, but the person appointed to that roll should have a basic knowledge of income and expenditure accounts.

All transactions both income and expenditure need to be accurately recorded and kept up to date so that the financial position is always available.

The Treasurer should always be in a position to advise the Chairman of the financial situation at any one time.

Control of expenditure is important. The region has limited resources which need to be carefully managed. When events are organised, the Treasurer should be advised of costing in order to ensure that level of entrance fees etc are adequate to cover all expenditure. A small to modest profit would always be an advantage.

Familiarity with Internet Banking is a huge asset since it avoids the issuing of cheques when making payments and likewise payments into the account are simplified by using the BACS system.

The Treasurer should be capable of preparing and submitting the annual accounts which then have to be forwarded to the National Treasurer for inspection and inclusion into the main HRGB accounts. The accounts have to be audited by an independent adviser with whom the Treasurer would liaise.

Roles already taken on by Committee Members

Producing a diary of events that is circulated to the region (by the secretary I think) and given to the person responsible for the website.

Booking venues

Arranging Regional Events e.g. Regional Rally, Bells Beyond Belief, David Williams Memorial Workshop.

Schools & colleges outreach & development handbell ringing in the region.

HRBG shop

Social media; WM Website, WM Facebook

Newsletter

Jenny Barraclough 29 April 2023