

## Branch Role Descriptions

	Chair	Ringing Master	Secretary	Treasurer	Steward	Press Correspondant	Independent examiner	GMC Rep	100 club representative	Branch Committee Members
Attend branch committee	R	R	R	R	R	R		R	R	R
Attend Guild Finance & General Purposes Committee	D		R	R						D
Attend Recruitment & Training Committee	D	R								D
Attend Restoration & Maintenance Committee	D				R					D
Attend Guild Management Committee	R	D	D					R		
Chair Branch meetings	R	D								
Run ringing at branch events		R								
Support Guild's Master in running ringing at Guild events held in the branch		R								
Provide leadership to improve standard of ringing in the branch	I	R								I
Support towers within the branch with training and direction	I	R								I
Report to members on the state of ringing in the branch	I	R								I
Prepare a branch calendar of events	I	R	R	I	I	I		I		I
Arrange branch meetings (towers)	I	I	R					I		I
Arrange branch meetings (meetings/socials)	I		R					I		I
Arrange branch committee meetings	I		R							
Take Minutes of branch meetings			R							
Take Minutes of branch committee meetings			R							
Provide branch calendar of events to the Guild annually		I	R							
Provide updates to branch calendar of events to the Guild as they change		I	R							
Maintain a directory of members			R	D						
Maintain a directory of towers			R		D					
Maintain a directory of tower correspondents			R							
Provide the directories to the Guild by 15Feb annually			R							
Provide updates on tower correspondents to the Guild as they are aware			R							
Prepare a report on the branch activity for inclusion in the Guild annual report	I	I	R	R	I	I		I		I
Collect subscriptions from members				R						
Collect donations from members				R						
Provide 3/4s of subscriptions and HLM donations to Guild Treasurer annually by 31st December				R						
Provide 100% of Bell Fund related donations to the Guild Treasurer annually				R						
Maintain branch accounts				R						
Manage bank relationship including signatories (consider Guild Treasurer as cover)				R						
Produce accounts for approval at branch AGM annually				R						
Arrange for the examination of the annual accounts by the independent examiner in line with Guild Guidelines				R						
Independently Examine the branch accounts							R			
Provide approved and independently examined branch accounts to Guild treasurer by the end of January				R			I			
Liaise with 100 club co-ordinator to collect branch 100 club subscriptions				I					R	
Manage branch gift aid records and transmit to Guild Treasurer				R						
Manage branch BRF (if present)				R	R					
Arrange branch BRF fundraising events	I	I	I	R	R					
Support towers with maintenance and inspections					R					
Inspect each tower in the branch every 5 years					R					
Report on the status of towers in the branch at the AGM					R					
Provide updates on the status of towers in the branch to the R&M committee					R					
Provide updates on the status of towers in the branch to the Guild as they become aware of them					R					
Keep in touch with work required & planned in the branch	I				R					I
Advise incumbents and bands on the best course of action where repairs are needed	I				R					I
Offer help and leadership to local working parties	I				R					I
Report on branch activities for the Guild newsletter						R				
Report on branch activities for the Ringing World						R				
Report on branch activities for local press						R				
Take on specific tasks to support branch officers								R	R	R
Provide a link between towers and the branch	R	R	R	R	R	R		R	R	R
Distribute materials to towers (newsletters and annual reports)	I	I	R	I	I			I	I	I
Communicate to towers and members	I	I	R	D	I	D		I	I	I
Produce obituaries and inform the guild of members who have died	I	I	R	I	I	I		I	I	I
<b>Explanation:</b> Table shows the usual role holders and the tasks in the branch that they typically responsible for.						R				
Branches may choose to delegate certain tasks to another branch committee member if they are better placed to undertake the task. However the role holder remains responsible for the task execution.						I				
						D				