

ASSOCIATION MASTER

Job Description & Responsibilities

Responsibilities

Rule 11.1 “The MASTER shall promote the interests of the Association, control all ringing activities at General Meetings or gatherings of the Association (other than District meetings or functions), chair Trustees, General, and Management Committee Meetings and deal with such other matters as may be provided for in these rules or as may be directed by the Trustees or the Management Committee.”

The Association Master shall appoint judges for each of the Six Bell and Eight Bell competitions. There shall be at least two judges for each competition who shall preferably not be resident within the Association’s area.

The Role

- Provide strategic leadership for the Association and to promote the values and behaviours essential for the success of the Association
- Act with the Association’s best interests in mind at all times and promoting the Objects of the Association
- Support all Association Trustees and Officers to achieve the most they can in their role, acting fairly and impartially and avoiding or resolving dispute if necessary
- With the Association Secretary and Treasurer, prepare and manage the agendas for Trustees and Management Committee meetings
- With all Association Officers, ensure that Officer selection processes are fair and equitable, and that all Association members have an opportunity to contribute to the work of the Association to the best of their ability

- Establish links with Association members through appropriate routes, ensuring that they are accessible and approachable
- Chair Management Committee Meetings
- Chair the Trustees Meetings
- Provide a written summary of activities of the Association for the Annual Report;
- Arrange a service touch band for the Annual Service;
- When requested, read a lesson at the AGM;
- Chair the Annual General Meeting held on May Day Bank Holiday;
- Set the 8 bell striking competition set touch and advise details at the AGM;
- Organise the judges, run the draw and host the judges for the Association Striking Competition Finals;
- Act ex-officio in all sub-committees set up at the requirement of the Management Committee;
- Host and speak at the Annual Dinner, look after the Guests;
- Arrange, or delegate, entering teams into inter-county striking competitions e.g. the Essex Trophy and the Ridgman Trophy, and to participate in the post competition meeting to discuss the following years' arrangements;
- Represent the Association at other functions within and external to the Association e.g. dedication services, funerals of prominent Association members etc;
- Look after and wear the Master's Badge at appropriate functions.