



DISTRICT SECRETARY Job Description & Responsibilities

Responsibilities

Rule 16 states:

“16.1 Each District shall hold at least three meetings yearly.

16.2 The first of the three meetings shall be the Annual District Meeting at which shall be elected four Officers. These shall be District Master, Deputy District Master, District Secretary and District Treasurer. All of these may represent the district on the Management Committee and shall be Charity Trustees. The General Secretary shall be notified, in writing, of these District elections immediately.

16.3 The quorum for District Meetings shall be 10 members of that District including at least two elected District Officers.”

Rule 11.10 states: “The DISTRICT SECRETARIES shall arrange and publicise District Meetings and other events, record the Minutes, and carry out decisions thereof.”

District Officers are members of the Management Committee and are expected to attend the meetings of that Committee and participate in the decision-making processes. All members of the Management Committee are charity trustees under the Charity Act.

The Role

Whilst the role may vary slightly from District to District, the main tasks are as follows:

- To advise the Association General Secretary of any changes in District Officers following the ADM in January
- To arrange meetings and practices within the District
- To take minutes at District Meetings
- To arrange (with other District Officers) the District Programme
- Advertise District events in the Ringing World
- Distribute Association Newsletters, Annual Reports etc
- To arrange such Association events that are to be held in that District i.e. Striking Competition Finals, AGM ringing etc
- To report and provide an updated list of members and tower correspondents for the Association Annual Report
- To report on District activity at the Management Committee Meetings
- Encourage membership of the Association and the achievement of its aims and objectives.