



PEAL SECRETARY Job Description & Responsibilities

Responsibilities

Rule 19: “**PEALS RUNG** by members which conform to the current regulations of the Central Council may be credited to the Association. Details of such peals shall be forwarded by the Conductor together with the peal booking fee charged at the time to the Peals Secretary. Peal Booking Fees for peals rung up to 30th November each year shall be forwarded by 14th December. Peals rung in December shall be notified to the Peals Secretary by 1st January and the Peal Booking Fees forwarded by 7th January.”

The Peal Secretary is an appointed position and is a member of the Management Committee and is 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

Job Summary:

- ◆ Record full details of peals rung for the association each year.
- ◆ Check peals rung for conformance with Association rules.
- ◆ Collect peal fees and maintain records of peal fees due and received.
- ◆ Provide peal fee accounts to the Treasurer as required.
- ◆ Bank peal fees periodically throughout the year.
- ◆ Maintain list of non-resident members.
- ◆ Cause to be prepared the full peal listings for the Annual Report
- ◆ Analyse peals rung each year and compile the detailed report and analysis for the Annual Report.
- ◆ Liaise with conductors as necessary to collect peal fees.
- ◆ Provide a report to each Executive Committee Meeting.

Mandatory Tasks:

- ◆ Record full details of peals rung for the association each year.
- ◆ Check peals rung for conformance with Association rules.
- ◆ Collect peal fees and maintain records of peal fees due and received.
- ◆ Provide peal fee accounts to the Treasurer as required (in September status to end August and forecast to year end and in January details of fees received and due to end of previous year).
- ◆ Bank peal fees periodically throughout the year.
- ◆ Maintain list of non-resident members and check peals rung for membership validity, seek ratification of non-resident members as necessary.

- ◆ Cause to be prepared the full peal listings for the Annual Report; review and correct peal listings for submission to the Report Editor for the Annual Report.
- ◆ Analyse peals rung each year and compile the detailed report and analysis for the Annual Report. Provide the report to the Report Editor in a machine readable form that needs the minimum of processing for print.
- ◆ Liaise with conductors as necessary to collect peal fees. Ensure that debtors at the year end are minimised.
- ◆ Prepare for publication in the Annual Report a selection of compositions submitted to the Peal Secretary each year.
- ◆ Compile totals of peals rung in each Essex Tower each year and provide amended totals to the Report Editor
- ◆ Record peals rung by other Associations in Essex, compile a list for the Annual Report and submit to the Report Editor.
- ◆ Compile list of corrections to the Annual Report in respect of peals, first performances and include in the Annual Report each year
- ◆ Maintain Records of all First Performances (new methods, etc., rung for the Association) and provide the list in formatted machine readable form to the Report Editor for periodic publication in the AR as required.

Required Outputs:

- ◆ Reports to February and October Committee meetings
- ◆ Peals Secretary's report to the Report Editor in formatted machine readable form, ready for incorporation into the report for printing (required by the February Committee Meeting if possible)
- ◆ Peals listings in formatted machine readable form ready for publication
- ◆ Accounts to the Treasurer in early January and interim accounts to the Treasurer in early September each year
- ◆ Compositions, formatted machine readable and checked for truth, to the Report Editor for publication (required by the February Committee Meeting if possible)
- ◆ List of First Performances for publication every three years (required by the February Committee Meeting if possible)

Optional Tasks:

(if you do not intend to undertake the QP tasks then ensure that the Report Editor is aware before you take on the job so that alternative source can be found) :

- ◆ **Quarter Peals**
 - Maintain list through year of all QPs rung in Essex
 - Provide list of all QPs to Report Editor for Annual Report
 - Analyse QPs and submit report in formatted machine readable form to the Report Editor in February for publication
 - Post annual reports to non-resident members that you have ratified (or liaise with District Secretary to ensure they have the information to post the reports).
- ◆ Provide advice on methods and compositions to conductors if required.