



## **REPORT EDITOR Job Description & Responsibilities**

### **Responsibilities**

Rule 18 states: "An ANNUAL REPORT for the year ended 31st December shall be printed and shall contain: Office for Belfry Use; a list of Officers and Conveners of Sub-Committees; Charity Trustees Report; Officers' reports for the year's work including Statement of Accounts signed by the Treasurer and the Independent Examiners/Auditors; a classified list of members, excluding those in Rule 8.2(d) elected prior to the current year; peals and quarter peals rung and other matters determined by the Management Committee. The Rules, list of Association Property as certified by the Property Trustees, Standing Orders and Striking Competition Rules shall each be printed in the Annual Report at least every five years."

The Report Editor 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**

- Contact all report contributors with a reminder as to when input is required and chase up where necessary
- Contact advertisers inviting them to advertise, issue invoice and copy of report to each advertiser and chase payment if necessary
- Seek competitive quotes from time to time for the printing of the report
- Organise the typing, production and print ready copy and dispatch to the printer
- Organise the distribution of the reports to the Districts, advertisers and to other parties as necessary
- Liaise with the General Secretary and other officers as necessary as to timings, content etc.
- To provide reports to the Executive Committee Meetings