



Hon. Technical Adviser Job Description & Responsibilities

Responsibilities

The Hon. Technical Adviser is an appointed position and is a member of the Executive Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes. All members of the Executive Committee are charity trustees under the Charity Act.

The Role

- To provide high quality and unbiased advice regarding all technical aspects of bells, bell fittings and bell hanging etc. as requested, This can include advice and training for those considering DIY maintenance etc.
- To provide advice as requested for Incumbents, Parochial Church Councils and Church Wardens etc. representing any church within the Association's bounds.
- To undertake detailed inspections as requested providing a full written report including any recommendations.
- To convene the Grant Applications Review Sub Committee and provide relevant information to the Executive Committee.
- To provide technical advice to the Executive Committee following any applications for Grant funding.
- To provide confirmation to the Association officers that a project has been completed satisfactorily in order that Grant awards can be made.
- To provide a written report to the Executive Committee at the February and October meetings.
- To provide a written report for the Annual Report.