



ASSOCIATION MASTER Role & 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 is an elected position at the AGM, is a charity trustee and a member of the Management Committee and is expected to attend the meetings of both Committees and participate in the decision-making process.

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 promote the Objects of the Association.
- Act within, and promote, the Rules and Policies of the Association, particularly (but not limited to) regarding:
 - Health & Safety, Privacy, Standard of Conduct, Safeguarding, Risk Management, Complaints and Delegation
- Support all Association Trustees, Officers and Members to achieve the best they can in their role, acting fairly, impartially and with integrity, to avoid or resolve dispute where necessary.
- With the Secretary and Treasurer prepare and manage agendas for Trustee and Management Committee meetings.
- Ensure Officer nomination processes are fair and equitable, providing all Association members with opportunities to contribute to the work of the Association.
- As a Trustee of the Association, share ultimate responsibility for governing the charity and directing how it is managed and run.

Specific Responsibilities

- Chair Trustee and Management Committee meetings.
- Provide a written summary of activities of the Association for the Annual Report.
- Arrange a service touch band for the Annual Service.
- Where requested, read a lesson at the Annual General Meeting.
- Chair the Annual General Meeting held on May Day Bank Holiday.
- Set the 8 bell striking competition touch and advise details no later than the Annual General Meeting.
- 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.
- Attend Association and District functions where possible; in particular Trustee and Management Committee Meetings, Annual Dinner, Striking Competition, Annual District Meetings, Annual General Meeting and the Essex Ringing Course.