



DISTRICT SECRETARY Role & Responsibilities

Rule 15 states:

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

15.2 The first of the three meetings shall be the Annual District Meeting at which shall be elected four Officers and one Trustee. These shall be District Master, Deputy District Master, District Secretary and District Treasurer. The Trustee may be one of the District Officers or another member who has the full support of the District; The Trustee attends Trustees Meetings with the full delegated authority of the District. All of these may represent the district on the Management Committee. In the event of a vacancy, a District may elect an Officer or Trustee at any business meeting. The General Secretary shall be notified, in writing, of these District elections and the Trustee Declaration sent to the Treasurer immediately.

15.3 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.

The Role

- Must hold an Enhanced DBS certificate.
- Overall responsible for arranging District events.
- Recording Minutes of District Meetings.
- Work closely with other District and Association officers in promoting the values and behaviours of the Association.

Specific Responsibilities

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

- 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
- Advise the Association General Secretary of any changes in District Officers following the ADM in January.
- Arrange (with other District Officers) the District Programme.
- Arrange meetings, practices and fund raising events within the District.
- Add district events to the EACR Calendar on the EACR website.
- Take minutes at District Meetings and circulate to members.
- Advertise District events widely, including the use of social media.

- Distribute Association Newsletters, Annual Reports etc.
- Arrange such Association events that are to be held in that District i.e. Striking Competition Finals, AGM ringing, Annual Dinner etc.
- Provide a written report and an updated list of members and tower correspondents for the Association Annual Report.
- Provide a written report on District activity to the Management Committee Meetings.
- Encourage membership of the Association and the achievement of its aims and objectives.
- Maintain the District page of the Association website.