



PEALS SECRETARY Role & Responsibilities

Rule 18: "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 to the Peals Secretary together with the peal booking fee charged at the time to the Peals Secretary."

The Peals 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.

The Role

- Maintain Essex Association Peal records
- Collect and record Peal Fees (when Peal Fees are not set to £0)

Specific Responsibilities

- 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
- Record full details of peals rung for the association each year.
- Check peals rung for conformance with Association rules.
- Peals Fees (when not set to £0)
 - 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.
 - Liaise with conductors as necessary to collect peal fees. Ensure that debtors at the year-end are minimised.
- 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
- Analyse peals rung each year and compile the detailed report and analysis for the Annual Report.
- Liaise with conductors as necessary.
- Provide a report to Management Committee Meeting.
- 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, if required, provide the list in formatted machine-readable form to the Report Editor for periodic publication in the Annual Report.

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 an alternative source can be found):

◆ ***Peals***

- Provide a research service to PealBase, Felstead and others in investigating historic records to help build accurate digital records of all peals rung for the Association.

◆ ***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 for Peals and Quarter Peals to conductors if requested.