



## **REPORT EDITOR Role & Responsibilities**

Rule 17 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; 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.

### **The Role**

- Collate contributions to the Annual Report.
- Typeset in an efficient use of space and attractive, readable manner.
- Arrange printing and distribution of the Annual Report so that it is available to members not later than 14 days prior to the Annual General Meeting.

### **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
- 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.
- Produce a PDF copy of the report and arrange for it to be added to the Membership system for members to download.
- Liaise with the General Secretary and other officers as necessary as to timings, content, etc.
- Provide written reports to the Management Committee Meetings.