



ASSOCIATION TECHNICAL ADVISER Role & Responsibilities

Rule 11.6: "The TECHNICAL ADVISER shall advise the Trustees, Management Committee and Association on all matters relating to towers, bells and. The Technical Adviser shall provide or solicit high quality and unbiased advice regarding all technical aspects of bells, bell fittings and bell hanging, etc., as requested, including inspection and approval of work prior to grant payment. This shall include providing advice and training for those considering DIY maintenance, etc., to any parish within the Association's boundaries and undertaking detailed inspections as requested providing a full written report including any recommendations. The Technical Adviser shall normally chair the Bell Maintenance & Restoration Sub-Committee."

The Technical Adviser 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

- Primarily responsible for obtaining and providing advice and guidance on bells and bell installations.
- Chairing the Grants Sub-Committee.
- 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.

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
- Provide advice as requested for Incumbents, Parochial Church Councils and Church Wardens etc. representing any church within the Association's boundaries.
- Undertake detailed inspections as requested providing a full written report including any recommendations.
- Provide practical support in terms of DIY maintenance where necessary.

Trustee and Management Committee

- Provide relevant summary of grant applications and recommendations to the Trustee and Management Committees.
- Provide technical advice to the Trustees following any applications for grant funding.
- Provide confirmation to the Association officers that a project has been completed satisfactorily in order that Grant awards can be made.
- Provide written reports to the Trustees and Management Committee.

- Carry out any decisions and actions arising from those meetings.

Bell Maintenance Sub-Committee

- Schedule and chair the Grants Sub Committee meetings.
- Review documentation and applications submitted for grants, and agree recommendations for Trustees.
- Arrange for any further documentation to assist with grant applications.
- Regularly review and update where necessary associated strategy and policy documents.

Other

- Provide a written report for the Annual Report.