



ASSOCIATION MASTER Job Description & Responsibilities

Responsibilities

Rule 11 "The MASTER shall be responsible for the conduct of affairs of the Association". This includes being an Ex-officio Property Trustee of the Association jointly responsible for the running of the association strictly in accordance with the rules.

The Role

- To chair the Executive Committee Meetings held in February and October;
- To provide a written summary of activities of the Association for the Annual Report;
- To arrange a service touch band for the Annual Service;
- Where requested, read a lesson at the AGM;
- To chair the Annual General Meeting held on May Day Bank Holiday;
- To set the 8 bell striking competition set touch and advise details at the AGM;
- At the AGM afternoon ringing, thank those responsible for making the tea arrangements;
- Running the draw and hosting the judges for the Association Striking Competition Finals;
- To act ex-officio in all sub-committees set up at the requirement of the Executive Committee;
- To host and speak at the Annual Dinner, look after the Guests;
- To arrange, or delegate, entering teams in to 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;
- To look after and wear the Master's Badge at appropriate functions.