



## Essex Ringing Course Administrator

### Job Description & Responsibilities

#### Responsibilities

The Essex Ringing Course Administrator is an appointed position and is a member of the Executive Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes. All members of the Executive Committee are charity trustees under the Charity Act.

#### The Role

There are numerous people involved in the running of the Ringing Course however, the Administrator is responsible for ensuring that everything has been put in place.

The following are a list of tasks that are undertaken to ensure a smooth running Ringing Course:

<u>Action Date</u>	<u>Function</u>
Preceding Course	Identify and confirm next course dates
November	Identify and invite Guest Speaker
November	Write article for Association Christmas Newsletter
November	Produce Course Poster to distribute with newsletter.
November	Select / Invite Tutors
December	Produce and submit advert for Ringing World Xmas edition and next issue.
December	Set application closure date.
December	Book School
December	Write / Prepare Course Brochure
December	Prepare copies of Child Protection Policy
December	Update Course Website (inc Child Protection Policy)
December	Arrange towers for each session
January	Request & complete school forms
January	Write to helpers
January	Send out brochures as required
January	Arrange Tutors Meeting for week after closing date
January	Get Tutors to sign Child Protection Policy
January	Confirm availability of bookstall
January	Confirm towers with towers organiser
January	Update B&B list
January	Set up applications received database
February	Produce "Yes" letters
February	Produce "no" letters
February	Write to all "Yes" applicants, include programme
February	Write to all "No" applicants, return deposits

February	Produce Course Programme, finalise after Tutors Meeting
February	Decide additional courses, finalise at Tutors Meeting
February	Arrange Handbell Tutor
February	Arrange simulators
February	Arrange insurance
February	Arrange Social Night entertainers
February	Arrange Bar cover
February	Obtain receipt books
February	Arrange Towers for Thursday evening
February	Arrange tutors for running ringing on Thursday evening at Tutors Meeting
February	Confirm PR arrangements
February	Select Groups - depending on applications received
February	Sort out Student groups (multiple groups)
February	Appoint staymaker etc
February	Obtain up to date clothing brochure & price list
March	Order beer for social
March	Bank course fees received.
March	Book Tutors Saturday evening meal venue
March	Prepare receipts for students
March	Prepare towers list
March	Prepare Student list for Tutors
March	Prepare Helpers list for Tutors
March	Produce A3 programmes x 3
March	Confirm sufficient sets of handbells
March	Obtain name badges
March	Obtain raffle tickets
March	Update Pub Guide
March	Update Useful Numbers List
March	Produce lists to sign up to for events such as raising and lowering
March	Produce map of route to Church from school
March	Arrange tower donations in envelopes
March	Sort helpers into groups
March	Produce Tutors name badges
March	Produce Tutors Packs
March	Prepare clothing order forms
As requested	Send tower details to helpers going direct to first tower.
May	Arrange Tutors Wash up meeting
May	Send thank you letters to Tutors
May	Send thank you letters to Helpers
May	Send thank you letter to Guest Speaker
T - 3	Shop for non perishables
T - 1	Install simulators
T - 1	Obtain and deliver Bell to school hall
T - 1	Deliver display stand to school
T - 1	Deliver map board to school
T - 1	Deliver white board to school
T3	Tip for School Caretaker
T1	Locate Group Letters in main hall and on class rooms
T1	Mark large programmes with options venues
T1	Bank money received at start of Course
T2	Draw cash for Tutors Dinner
T1	Locate course direction boards in lobby and by gate
T1	Deliver Assoc. OHP to school

T1	Shop for perishables
T + 2	Clear website
T + ?	Bank money received at Social Night
T + ?	Produce Course Accounts for Hon Treasurer
T+?	Send clothing order
T+?	Distribute clothing
When Invoiced	Pay deposit for school
When Invoiced	Pay final school invoice

The Administrator also provides written reports to the Executive Committee and for the Annual Report.