THE WINCHESTER &
PORTSMOUTH DIOCESAN GUILD
OF CHURCH BELL RINGERS

W&P Guild Job Descriptions

November 2026

Version 3.1

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1. Introduction/Summary:

1.1. The following suggestions may be helpful to members thinking of offering themselves for election. They are intended to give a feel for what the positions involve, but the guild officers work together collaboratively and you can adapt the role to suit your own skills if there is an aspect that you don't feel comfortable doing.

1.2. All the officers are expected to further the objects and aims of the Guild - to encourage more and better ringing, good bell maintenance and safe practice by uniting ringers for mutual support.

1.3. The Guild organises meetings, practices and events. You may want to be involved in the planning of these or to propose and start up new guild initiatives.

1.4. You represent the Guild to its members and they may come to you for help and advice on matters concerning their bells and ringing in their tower. Other Officers and Committees are available for advice and support.

1.5. Good communications are always important. Simply talking to as many people as possible at Guild or District events helps enormously.

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Guild Officers:

2. Master:

2.1. The figurehead of the Guild, as Master you represent the Guild to outside bodies. You chair the Guild's Annual General Meeting and any extraordinary meetings that may be called as well as meetings of the Guild Executive Committee. You, or one of the other principal officers, should attend District Annual Meetings and be present at other Guild-organised events.

2.2. You work collaboratively with the other Officers to make policies and day-to-day decisions for the Guild, but as Master your role is to make sure that nothing important is left undone.

2.3. You are one of the Trustees of the Bell Restoration Fund, a Registered Charity.

3. Vice-Master:

3.1. To support the Master in the above duties and deputise as required.

4. Honorary General Secretary:

4.1. As Secretary you are the focal point for communication within the Guild. You receive letters, emails, reports and telephone calls and disseminate information to the appropriate people as quickly and effectively as possible. You book halls for the Executive Meetings and District Officers Forum and work with the District that hosts the AGM each year, deal with the sales of membership certificates and Guild badges and organise reprints and re-orders when necessary. You prepare agendas for meetings, calling in reports, budget bids, and papers for discussion from the other Officers and Committee Conveners. In conjunction with other officers, you make policies and day-to-day decisions for the Guild.

4.2. You are one of the Trustees of the Bell Restoration Fund and will act as its secretary.

5. Honorary General Treasurer:

5.1. You receive and account for all monies paid to the Guild and make payments as may be required and authorised. You keep accurate records and draw up annual accounts. In conjunction with other officers you make policies and day-to-day decisions for the Guild.

5.2. You are one of the Trustees of the Bell Restoration Fund and would be expected to be the Treasurer of the fund, keeping necessary records and preparing and submitting accounts as required of a Registered Charity.

5.3. You will chair the meetings of the Trustees.

6. Minute Secretary:

6.1. Prepare and distribute the minutes of the Annual General Meeting and the Autumn and Spring meetings of the Executive Committee. Maintain the Guild Minutes Archive.

7. Honorary Peal Recorder:

7.1. Prepare an annual report of peals rung for the Guild. Receive reports of peals and compositions from conductors and ensure that fees have been paid to the General Treasurer.

8. Honorary Librarian and Archivist:

8.1. Look after the George Williams Memorial Library in the Ringing Room at Winchester Cathedral. Keep records of loans to Guild members and assist with research. Liaise with the Hampshire Record Office regarding Guild archives held there.

9. Honorary Report Editor:

9.1. Receive reports from Guild officers, committee chairmen, and district secretaries & treasurers, assemble the Annual Report and edit it for consistency. Arrange for printing and distribute copies to the districts.

10. Guild Public Relations Officer:

10.1. Work with the Church to raise the profile of the Guild and to highlight the value of ringing both at Diocesan level and, alongside the local ringers, at individual churches.

10.2. Engage with the media, e.g. by providing a press release to local TV/radio/newspapers prior to and after important ringing events, using social media where appropriate. This may involve arranging local TV/Radio interviews with an appropriate member of the Guild.

10.3. Engage with local communities and dignitaries e.g. schools, councils, Lord Lieutenants, High Sheriffs and Mayors.

10.4. Provide advice/information to individual districts and towers who are taking on their own P.R. activities, including arranging a guild representative to attend an event.

10.5. Maintain and enhance contacts with other ringing and related organisations including the Central Council of Church Bell Ringers to work on national initiatives and share ideas and information.

10.6. Awareness of activities of outside bodies (e.g. Hampshire archives, Royal British Legion) to identify national and other events which would provide a focus for ringing, particularly those which might raise the profile of ringing to the general public.

10.7. Work with the Guild Communications Committee to highlight events.

10.8. Work with the Guild web master to provide content for the Guild website to keep information and links updated.

11. Central Council Representatives:

11.1. Attend the Annual CCCBR Meeting in person, voting and contributing to the work of the CCCBR with the interests of the Guild in mind.

11.2. Feed information back to Guild members on the activities and decisions of the CCCBR, both at the Guild's AGM and as appropriate throughout the year.

11.3. Attend the Guild AGM and Executive Committee Meetings, to keep in touch with current opinions, direction and needs of the Guild, to enable you to represent the interests of the Guild accurately.

12. Independent Examiner:

12.1. The position of Independent Examiner is an important role but not an onerous one. It involves checking the Guild Accounts once a year when the Treasurer has produced the balance sheets in early spring. Most of the calculations are done in spreadsheets but the IE needs to look at other evidence such as invoices. It is especially important that the BRF accounts are accurate as they could be called in by the Charity Commission. Your ringing ability is not relevant but ideally you should have a logical mind, a facility with numbers and possibly some knowledge of basic accounting.

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Guild Committees:

13. Belfry Stewardship Committee:

13.1. The members of this committee are available to visit and give advice about bells and their fittings in any Guild tower. They also inspect and report on completed bell restoration works at towers which have received grants from the Guild Bell Restoration Fund.

14. Communications Committee:

14.1. The remit of the committee is to enhance communication within the Guild. This includes:

14.1.1. Developing the Guild website as the hub of news and information

14.1.2. Maintaining and developing e-mail lists and social media presence

14.1.3. Producing a Guild newsletter

14.1.4. Connecting to the wider bell ringing community.

14.2. We are looking for members to take on any of these tasks and to look at new ways to improve communications between Guild members.

15. Education Committee:

15.1. The purpose of this committee is to improve members' abilities and confidence in all practical and theoretical aspects of bell handling and method ringing. Its main activities are:

15.1.1. Organising Guild-wide education courses covering both ringing and teaching of ringing

15.1.2. Encouraging districts to run their own courses and supporting them by providing educational material.

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16. Striking Competition Committee:

16.1. This committee organizes the Guild's striking competitions. Its aim is to encourage improvement in striking across the Guild, through friendly and social competition, both between individual towers and Districts.

16.2. This involves deciding the format of the competitions and their rules, picking dates and venues for them, arranging for people to judge them and running the events themselves.

16.3. The committee is looking for new members and is always open to trying out new forms of competition.

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