



Oxford Diocesan Guild  
of Church Bell Ringers

## **Job Description for the ODG Meetings' Secretary role**

### Requirements

To attend the Annual General Meeting held on 3<sup>rd</sup> Saturday in May.

To attend the General Committee Meetings currently held on 2<sup>nd</sup> Saturday in March and 4<sup>th</sup> Saturday in November.

To work with the General Secretary and the relevant Branch Secretary in preparation of the agenda and papers for the above meetings, and housekeeping arrangements (venue, parking, refreshments, access, sound system etc. as described in the Branch guidelines).

To circulate the papers to the General Committee members (General Committee meetings) and Branch Secretaries for onward communication (AGM meeting).

To minute the meetings, circulate them and place on the guild website and paper records.

To prepare the Meetings Attendance book so that all apologies and attendees are recorded and noted in the minutes.

To ensure that the Master signs a paper copy of the approved meeting minutes for filing in the ODG paper files.

To upload the papers and Minutes to the Guild website.

To liaise with the Guild Deputy Master to co-ordinate arrangements when striking competitions take place on the same day as meetings.

### Skills

Ability to understand and meet time critical deadlines.

Confident use of Microsoft Word.

Ability to use a backed up personal file management system to create maintain and file meetings documents (e.g. could be on a USB stick).

Ideally knowledge of website publishing – ODG uses WordPress (Training will be provided for the WordPress processes required for the ODG Website).

Familiarity with the use of Zoom or other video conference system.

*The ODG Meetings' Secretary will always be supported and guided by Guild Officers to ensure accurate procedures and continuity.*