

LLANDAFF & MONMOUTH DIOCESAN ASSOCIATION OF CHURCH BELL RINGERS

JOB DESCRIPTION: CHAIRMAN

Responsible to: The Association Management Committee and to the membership as a whole.

Appointed by: Election at the Association Annual General Meeting.

Tenure: May not hold office for a period of more than six consecutive years without a break of at least one year.

Detailed Duties:

1. To conduct the formal meetings of the Association and its Management Committee, including formally opening and closing the meetings.
2. To liaise with other officers of the Association with respect to the agenda, and to introduce each agenda item.
3. To ensure the rules of the Association are upheld, and when necessary provide interpretation of the rules.
4. To ensure members of the meeting have the opportunity to ask questions of fact, to moderate debate and summarise the outcome of debate.
5. To organise a ballot should this become necessary.