

The Essex Association of Change Ringers: Recruitment and Training Sub-committee

Terms of Reference

1. **Meeting frequency:** the committee will normally meet on a six-weekly basis. Key meetings will be scheduled prior to the Association Committee Meetings (February and October) and the Association AGM (May) so that reports can be approved for submission to the ACMs and AGM.

Location: meetings will be held virtually or in-person as agreed at the previous meeting. The committee aims to have at least two meetings per year in-person.

2. Membership:

- Education Officer (Convenor and Chair)
- Association Master, Treasurer and/or Secretary (to represent Association Executive)
- Ringing Course Administrator
- Representatives or delegates of training from each district
- Youth Coordinator
- **Bookstall Administrator**

Optional:

- Representatives of training schools or hubs, ART representative
- Peal programme organiser
- **Other individuals involved in recruitment or training initiatives**
- **Previous district representatives for maximum of one-year handover period**

3. **Convenor** to be the Association Education Officer who will also act as Chair

4. Objectives

To promote and encourage the skilled practice of bell ringing and support the recruitment, training and development of bell ringers in Essex. To consider how ringing should develop in the county over a five and ten year time period and how this target can be achieved.

To provide advice and guidance on the recruitment and training of new and existing ringers and the development of towers and training hubs to ensure regular service ringing in all towers. To coordinate training events at Association and District level as required including working with recognised national bodies offering training and guidance.

5. Responsibilities

1. Organising the EACR Training Day generally held in November and supporting the running of the Essex Ringing Course in April.
2. Advertising the availability of the Recruitment and Education fund.
3. Promoting recruitment via the website. Assisting districts and towers in their recruiting and ringing development, encouraging the adoption of ART principles and facilitating ART and

other courses in the county. Enabling ringers who have attended ART courses to move to accreditation.

4. Developing and maintaining a resources hub.
5. Providing assistance to those wishing to set up training hubs or ringing schools.
6. Encouraging novice peal ringers and facilitating peal attempts.
7. Providing training in tower management.

6. Quorum/voting

The Quorum for a meeting will be seven which must include the Convenor, one Executive officer and at least three district representatives. Decisions by the sub-committee will be by majority of those present. All members of the committee, except district members in a hand-over period, will be eligible to vote on decisions (including ex-officio Executive Officers),

7. Reporting

1. Sub-groups working on individual tasks will report to the meetings
2. Minutes will be available on the EACR website, meeting reports will be made in Rounds&About and submitted to District Secretaries for distribution to members, and bi-annual/annual reports made to EACR ACMs, AGM and in the EACR Annual Report

8. Accountability

The activities of the sub-committee will be accountable to Association members via the Principal Officers, Trustees and Management Committee.

The sub-committee is aware of its accountability to every ringing member, to ensure they receive the support and training they need, and is therefore keen to communicate its activities directly to the members via the District representatives.

9. Financial responsibilities

- ~~1. The sub-committee will set an annual budget for each calendar year, reviewed yearly, to target areas where financial input can make a difference to the delivery of recruitment and training.~~
1. The sub-committee is responsible for receiving, discussing and approving grants from the Recruitment and Training Fund.

Beth Johnson EACR Education Officer 18th June 2024

Previous TOR approved at Trustee meeting July 2021