



GUILD REVIEW WHITE PAPER MEMBERS / OFFICERS / COMMITTEES

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This paper is being delivered to all members of the Guild and is for discussion and feedback. All members are invited to send in comments including amendments to the proposals. Your comments may be sent to your Branch Secretary, Guild Secretary or direct to the Guild Master. Please return by 5 February 2014

1. BACKGROUND

The recent Review of the Guild Objectives and Operations was carried out by five nominated working groups each with a specific areas of reference. Reports submitted by these Groups together with the results of a Guild wide survey have led to the development of some specific proposals for change. These proposals are being set out in series of White Papers that will enable all members to be informed and comment prior to any amendment and submission to a Guild AGM for approval or ratification. Some items may need a Rule Change or Addition.

2. MEMBERS (Ringing)

2.1 Problem

- 2.1.1** Individuals being elected with little or no qualification, training or experience resulting in a general low regard or value of membership.
- 2.1.2** Confusion of members classification, criteria and voting rights including that for non residents who ring regularly at and / or are members of Guild Tower.
- 2.1.3** Late payment of subscriptions causing confusion on inferred rights including insurance, voting at meetings (particularly AGM's early in the year), peal accreditation to the Guild.
- 2.1.4** New election procedures and recording of members data not universally accepted. General level of governance not meeting requirements of HMRC, Insurance and Guild and Branch administration.

2.2 Existing Arrangement / Structure

- 2.2.1** No formal guidelines or standards set on qualifying for membership.
- 2.2.2** Some members are non resident but operating as "Ringing Member" with full benefits and voting rights.
- 2.2.3** Some members may pay late or at end of year or not at all, but still enjoy inferred benefits through year.
- 2.2.4** In absence of a completed formal Membership Forms, data is not available and / or updated to enable Gift Aid to be reclaimed from HMRC; insurance cover to be granted / verified; full communications with Guild and Branch.

2.3 Solutions

- 2.3.1** Set a guideline for qualification to be elected. Examples:
 - Able to ring rounds competently (safely and unassisted) and actively supporting a local tower or Branch.
 - Able to ring plain hunt competently and actively supporting a local tower or Branch.
 - Other
- 2.3.2** Non resident ringers to be formerly included if actively ringing for Sunday service at a tower within Diocese.
- 2.3.3** Change deadline for payment of subscription to 31 March of current year. (Would not cover voting at Branch AGM ?).
- 2.3.4** Completion of Membership Form to be a condition of membership.

3. OFFICERS

3.1 Problem

- 3.1.1** A general low regard for officers and their leadership that results in a reduced credibility and effectiveness.
- 3.1.2** Election procedures not following good democratic governance with elections appearing contrived and lacking transparency.
- 3.1.3** Indeterminate term of office seen as restricting change and opportunity for new ideas and growth.

- 3.1.4 Current positions not meeting future requirements for key activities and responsibilities.
- 3.1.5 Duties of Officers not clear / understood and not being met.

3.2 Existing Arrangement / Structure

- 3.2.1 Elections made at meeting without any prior notification of candidate(s) nominated including proposer and seconder, without any manifesto and often unknown to members being asked to vote.
- 3.2.2 Open to a 'pre selected' member being 'shoe - horned' in, or being 'persuaded' to take office at last minute without thought or skills and commitment required.
- 3.2.3 Offices elected with no fixed term.
- 3.2.4 Officer structure does not include positions covering Safeguarding, Young Persons, Training, Other future requirements ?.
- 3.2.5 No documentation and little verbal clarification of duties or expectations.

3.3 Solutions

- 3.3.1 All officer elections to have formal nomination documents completed and circulated to all members twenty eight days before meeting at which elections are due to held. Document to include names of proposer and seconder and manifesto and relevant skills of candidate. All elections requiring a vote to be made with a paper ballot.
- 3.3.2 All officers to have a fixed 3 year term of office with; a one year absence required before possible re-election / election to the same or any other position OR max two consecutive terms.
- 3.3.3 Officer positions requiring particular technical skill or integrity to be nominated by Guild / Branch Committee and subjected to verification at full meeting of members.
- 3.3.4 Example of officer structure:

Directly Elected

Master*
General Secretary*
Treasurer*
CC Representative
Trustees (Guild / BRF/ Branch)

Directly Appointed

Inspector of Accounts

Nominated for Verification

Patron / President (see below)
Training / Education Officer
Webmaster
Safeguarding
Young Persons Leader
Peal Secretary
Report Secretary / Editor
Librarian
BRF Secretary / Treasurer
Fund Raising Leader
Membership Secretary

All officers to have period of tenure fixed at (3 years) with officers* not retiring in same year.
Patron / President to be invited to serve for a period of 5 years. Invitations to be approved at AGM.

- 3.3.5 Written Guidelines to be issued outlining purpose and duties of each office.

4. COMMITTEES

4.1 Problem

- 4.1.1 Existing structure of committees unlikely to meet future needs and demographic width of membership.
- 4.1.2 Role of each committee and terms of reference not clear / understood.

4.2 Existing Arrangement and Structure

- 4.2.1 Guild Committee consists of Guild Officers (ex officio), Branch Secretaries (ex officio). CC Representatives (ex officio) and one elected representative from each Branch. A possible total of 30 plus if all positions listed in 3.3.4 are included.
- 4.2.2 The Guild and Grants Committees are mainly approving / verifying committees with work carried out by its officers. Five Working Groups are currently running as part of the Guild Review process. The proposals for change being made by these groups is expected to lead to a need for ongoing implementation and development in order to create and maintain a strong Guild. Some small working Guild Committees may need to be created to ensure the work is continued.

4.3 Proposals

- 4.3.1 The Guild Committee should be the senior governing body with full representation from all Branches, Trustees, Guild Officers, Sub Committees and Central Council Representatives. This body will have the ultimate authority

for the Direction and Running of the Guild but will be too large to carry out much of the ongoing work required. The executive officers of the committee will be required to carry out work in their respective functions. Some functions will need additional support in the form of a small sub committee (3 to 6 members ?) to effectively and efficiently meet the expected ongoing work loads.

4.3.2 Sub Committees are proposed for each of the following:

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| Administration..... | to introduce and maintain funding, accountancy, clerical and communications systems to meet the Guild's current and future needs. |
| Training..... | to create, maintain and deliver training and development programme at Guild and Branch levels. One representative from each Branch. |
| Young Persons..... | to create and maintain an environment to attract, involve and motivate Young Ringers. |
| Public Relations..... | to promote Bell Ringing and the Guild to all external entities. |
| Ringling Centres..... | to promote Ringling Centres and Hubs. |
| Funding (Training) ... | to organise and coordinate funding and budget for Training and Ringling Centres. |
| Grants Committee.... | to consider BRF grant applications in line with set guidelines. |

4.3.3 Committee Membership

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| Guild Committee..... | Guild Officers, Central Council Representatives, Branch Secretaries, and one elected representative from each Branch. All ex officio for the term of their office. |
| Sub Committee..... | open to both Directly Elected and Guild Committee Nominated members. Each Sub Committee to elect own leader, set own agenda and operating system . Formally responsible to the Guild Committee and to present written progress reports prior to each Guild Committe Meeting. One third of membership to retire each year. |

5. DISCUSSION / FEEDBACK

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