



# BUSCR Committee Handbook

Last updated: February 2026

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# Admin

## Logins

### Email login

Username: [buscr.committee@gmail.com](mailto:buscr.committee@gmail.com)

Password:

### Instagram login

Username: birmingham\_uni\_bells [buscr.committee@gmail.com](mailto:buscr.committee@gmail.com)

Password

### Church WiFi

Username: StBartholomew Main

Password:

## Reference

- [Constitution](#)
- [Branding](#)
- [SMG Page](#)
- [Church Access](#)
- [Risk Assessment](#)

## Society Property

### Handbells

- Valuation / details of recent work

### Rope dryer

- Purchased when, link

### Muffles

- Purchased when, use instructions

### Records

- Minutes, letters, dinner invites, etc

### Bound Ringing Worlds

- Purchased when, dates, some are in uni archive

## Keyholders

### Committee members

- Nikolai Komar (phone number)
- Rob Carr (phone number)
- 
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### Local ringers

- Simon Linford (phone number)
- Alex Frye (phone number)

# Master

## General

Responsible for everything happening - if the steeple keeper hasn't checked the stays, and someone is injured as a result, it's your fault. Being master can be fun, and rewarding! I've written down a few tips that you may find handy, please update them for your successor!

### **Running the ringing**

Ask for feedback, but take everything with a pinch of salt, you've got a lot of things to think about so don't ever expect to get it completely correct! Lean on your deputy for support, perhaps alternate organising touches, use each other as the standers etc.

### *Sundays / Outings*

This is display ringing, so should be the best quality you can do. Don't put people into a method they aren't solid at. If this means rounds, ring rounds!

### *Practices*

As people arrive, ask them what they want to ring, or confirm that they have done their homework and are ready to have a go at X tonight. Aim to get everyone two rings dedicated to something that they are working on, keep a mental note or if you've got lots of people use your phone/paper. Try and ensure each touch dedicated to a person's learning provides them a strong band, and stander if appropriate, so that touch is as productive as possible. Try and remember to delegate conducting to those that might be learning it where possible, especially in the simpler touches, or where there is someone more advanced able to support. Also delegate teaching handling and encourage last year's recruits to be involved with teaching, as this is the only way the society continues to exist! You will probably not ring much yourself, use this time to sort out the next touch, but if you are ringing use the rounds/faffing time to think ahead.

### **Dinner day speech**

How you write your dinner day speech is up to you, lots of people worry about it so don't be concerned by that! Any jokes, funny anecdotes from the year or audience in engagement will go down well. Some things you could speak about: highlight events of the year, stand out personal progress, give an award for most dedicated/improved.

### **Chairing the AGM**

Normally this is fairly easy. Familiarise yourself with the constitution beforehand. Try to keep discussions focussed, following the agenda, and reaching a clear (voted on) conclusion.

## Tasks

### **Miscellaneous**

- Run ringing, or delegate it appropriately
- Encourage progress, setting people goals
- Ensure tower is cleaned and maintained

- Know what other committee members are meant to be doing, and make sure they are doing it!
- Organise regular (bi-termly) committee meetings
- Catch up with Church/Vicar (at least termly)
- Check committee emails, ensure other committee members are aware if there is one waiting for them

### **Term 2 second half (Feb-Mar)**

- Get elected
- Get all of your committee in a group chat
- Find a date for your first committee meeting
- Make sure all committee have tower keys (get them cut, and check they work, if necessary)

### **Easter Holiday (Apr)**

- Poll availability in Summer term, often people won't ring around exams

### **Term 3 (May-Jun)**

- Ensure secretary has submitted notice to Ringing World for A-level results day
- Ensure society alumni newsletter is complete, checked by all committee, and sent out to mailing list
- Ensure treasurer has applied for ART University Package

### **Summer (Jun-Sep)**

- Prepare for recruitment
  - Order leaflets (1000 given out easily in 2024, ~1500 given out in 2025)
  - Ensure social secretary has publicised recruitment / taster session info
  - Identify dates for campus stall and taster sessions, recruit ringers to staff them
  - Contact guild to be added to give it a go sessions page
  - Organise a tower spring clean

### **Term 1 (Sep-Dec)**

- Identify and invite a dinner speaker, if you're going to have one
- Proof read dinner invitation
- Make sure secretary is doing all dinner day stuff that needs doing
- Confirm dinner day ringing grab/QPs/Ps
- Keep up to date on NUA organisation and inform BUSCR members

### **Christmas Holiday (Dec)**

- Write dinner speech
- Organise committee meeting for start of new term

### **Term 2 first half (Jan-Feb)**

- Set date for AGM
- Tie up all loose ends on projects before AGM
- Write your report for AGM

- Chair the AGM and hand over to the new master
- Update this file
- Ensure belfry/tower spring clean and inspection

# Deputy Master

## General

Run ringing when the master isn't there. Help out with any necessary tasks, anything you can do to reduce the load on the master will be much appreciated!

The main job of the deputy is assisting the master of the society in running the ringing at the practice to just general organising, as they have a lot of work going on and need the assistance. This includes many things, some of which just boil down to you being an odd-jobs man when another member of the committee is unable to. However, there are a couple things that are very likely to come up.

### Whipping the committee

The committee is sure to be made up of committed and eager people, however, they are often busy people and can sometimes forget to do their committee work, so it is a massive help just to check in on the committee members or give them a nudge when they haven't done something, like responding to an email or making a social media post. All you should need is a polite word and it should help move things along smoothly.

### Organising Monday ringing

While the Friday practices range from 2 to 3 hours, there is still usually a lot to do with much of the practice going to handling and ringing rounds and calls for the learners. So the goal of the Monday evening is to give the more advanced learners, those who are ringing plain hunt upwards the chance to get some dedicated practice. For the booking of the towers, it is mostly down to the transportation that the society currently has. The ideal scenario is that the society will have two cars, so any tower within a roughly 30 minute drive is ideal. However, if the society does not have such a luxury then the tower will have to be accessible by public transport. For actually finding the towers, it is worthwhile to look on Dove for any 8 bell towers that are within a reasonable range and ensuring that the tower has been contacted several weeks beforehand, as some towers take a long time to respond. While not needed, it is encouraged to aim for a different tower each time, unless there is a particularly good 8, as it gives the learners the opportunity to see more towers in the city and ring on different types of bells (heavy/light, oddstuck, ect.).

### Ringling for Special Occasions

There are several significant events for the church which the ringing can take place for, such as VE day or Remembrance day. It is important to ring for these events, as it is one of the main ways in which the ringers can be seen as part of the church community and to keep good relations with the church. It is useful to keep an eye out on the church calendar to keep up to date with any events which don't have a fixed date, such as any carol services. If for

whatever reason you are unable to get a student band, it is worth talking to ringers from other towers, especially the ringers from Moseley.

### **Northern Universities Association (NUA)**

While BUSCR does not always attend, the NUA is a yearly gathering of Northern universities, where they usually have a ringing outing, striking contest and ceilidh over a weekend in November. Depending on numbers, it is worth trying to organise a contingent from BUSCR to go as it is a good opportunity to meet other student ringers and ring at new towers.

### **Teaching Sessions**

Working in tandem with the Master, your goal is to have several sessions each week to teach handling or more advanced ringing. This is especially important for retention of brand new recruits, as getting them into rounds and call changes is important to make them feel like part of the band and ensure they can see their own progress. The best time to organise this is usually a Wednesday afternoon, as students don't have lectures and they are less likely to have plans compared to the evening. Another recommended time is a Sunday afternoon after the church service, as the church is usually free and most students tend to be free then as well. It is key to book sessions well in advance and in regular slots. This is so that the church is more likely to say yes if they think it is a regular thing and so you can quickly respond to the needs of the learners of the week.

## **Tasks**

### **Miscellaneous**

- Organise Quarter Peals in collaboration with the master to progress members
- Be eager and active at practices to keep them moving
- Be ready to assist other members of the committee, especially any newer members who need to be shown the ropes

### **Term 2 second half (Feb-Mar)**

- Get elected
- Organise Monday practices for the term, select target dates and start booking towers

### **Easter Holiday (Apr)**

- Assist with the outing in Swindon
- Organise Monday practices for the coming term, select target dates and start booking towers

### **Term 3 (May-Jun)**

- Help prepare for any outings over the summer

### **Summer (Jun-Sep)**

- Assist with the planning of recruitment for September
- Organise Monday practices for the coming term, select target dates and start booking towers

**Term 1 (Sep-Dec)**

- Organise the dinner
- Organise Monday practices for the coming term, select target dates and start booking towers
- Recruitment of freshers
- Start preparing for the new committee in the coming year
- Attempt to gather a contingent for the NUA

**Christmas Holiday (Dec)**

- Organise Monday practices for the coming term, select target dates and start booking towers

**Term 2 first half (Jan-Feb)**

- Write your report for AGM

# Treasurer

## General

Responsible for the money of the society, ensuring all income and expenditure is accurately recorded, and managing the collection of membership, visitor and social fees.

### **Information about the Bank Account**

The society's current bank account is a NatWest business account, with online access provided through Bankline. The account does not currently incur any monthly fees and requires a minimum of two authorised users to operate. Each authorised user is issued with their own Bankline Smartcard, Smartcard reader, PIN, and password. All of these are required to log in to the Bankline system. If a user forgets their password, it can be reset. If there is an issue with a Smartcard or Smartcard reader, either can be replaced by NatWest. Payments made from the account must be authorised by at least two users, and most other changes to the account (such as adding or modifying payees or templates) also require approval from at least two authorised users. Bankline can be accessed via both the website and the mobile app. The mobile app can be used to make payments, view account balances, and authorise transactions, and it rarely logs users out. By contrast, the Bankline website requires users to log in each time it is accessed. Payee details are not automatically saved after a payment is made. However, payment templates can be created on the Bankline website; these templates require approval from at least two authorised users before they can be used. The current payment templates are: Lucas, Ben Wigley/Williams and Nikolai.

Also note that the Bankline mobile app does not show money coming in/out over the weekend, however it does update the in app balance.

### **Keeping track of the Bank Account**

Due to the large number of payments associated with different events and individuals, keeping track of transactions can be challenging. Payment references are not always reliable, which can make it difficult to identify the purpose of some transactions. The most effective method I found was to maintain a dedicated spreadsheet. This allows notes to be added to individual payments, making it easier to identify what each transaction relates to. The spreadsheet can also be used to highlight outstanding payments and track who still needs to pay them, providing an easy way to know who to send chase messages to.

## **Funding/Grants**

### *The Church/bell fund*

The Church could reclaim VAT, saving 20% on purchases, to do so though we needed to ask the church and send money to the bell fund. However, the Listed Places of Worship Scheme ends on the 31st of March, making this no longer an option. Hopefully in the future a similar scheme is available. Additionally, when giving money to the church it can be given via GiftAid, which increases the given amount by 25%, £1 => £1.25. However, for gift aid to apply the person sending the money has to be a UK taxpayer and they have to fill in the gift aid form and send it to the church.

## **SMG**

The SMG operates a Bell Restoration Fund, which societies can apply to in order to cover a portion of the costs associated with the maintenance and repair of bells. This year we used it to pay for half of the cost (£400) of rebushing the clappers.

## **ART**

This year we asked ART to reimburse us for the cost of leaflets used during recruitment, they gave us £50. ART awards are also great for income, last year we were able to make £400, hopefully we win again.

## **Memberships fees**

Membership fees were reintroduced in 2025 to help offset the costs associated with teaching new members. However, these fees do not fully cover the cost of teaching, over the past year we have raised £450 from memberships while the cost of replacing stays alone totalled £1126. The fee structure has been designed to be inclusive and not a barrier to participation. New ringers receive their first term free, allowing them to try a new hobby without any financial commitment. For non-new ringers/continuing members, the fee is £10 per term, with the summer term free due to its shorter length.

# **Tasks**

## **Miscellaneous**

- Apply for ART funding
- Apply for SMG BRF grants
- Keep accurate accounts
- Request unpaid QP/Outing/Social fees from members
- Reimburse people as necessary
- Paying for visits to other towers
- Optimise expenditure

## **Term 2 second half (Feb-Mar)**

- Make sure all unpaid fees from when the previous treasurer have been paid
- Make a list of all upcoming costs that you expect

## **Easter Holiday (Apr)**

- Chase all unpaids QP/outings/socials from the past term

## **Term 3 (May-Jun)**

- Apply for ART University package

## **Summer (Jun-Sep)**

- Chase all unpaids QP/outings/socials from the past term

## **Term 1 (Sep-Dec)**

- Announce and collect membership fees for existing ringers

## **Christmas Holiday (Dec)**

- Chase all unpaids QP/outings/socials from the past term

**Term 2 first half (Jan-Feb)**

- Announce membership fees to new recruits and collect
- Ensure to the best of your ability that all outstanding fees are paid
- Write your report for AGM
- Ensure the incoming treasurer and master to have access to the bank account

# Secretary

## General

Responsible for communications, managing bell bookings and organising the Annual Dinner

### **Dinner**

As secretary you are responsible for organising the society's annual dinner. This sounds daunting, but as with the rest of your role, it mainly boils down to sending emails.

#### *When?*

The Annual Dinner always takes place on the last Saturday of January and so it's best to start organising in the Autumn term, around October. Aim to have invites sent out by Christmas.

#### *Where?*

Any formal events venue, but realistically it will depend on the numbers. For a typical year with 30-40 attendees, venues such as The Blue Piano and The Highfield have been used - these are especially convenient as they are both in Edgbaston. The 70th Anniversary Dinner was a much bigger event, so we booked Edgbaston Stadium. Sending out a registration of interest around September to BUSCR contacts can help you gauge what size venue you might need. A list of previous venues for the dinner can be found on [this document](#).

#### *Key things to remember*

- Guest speaker - for most Annual Dinners a guest speaker is invited (whose ticket is paid for by the society).
- Thank you cards - For anyone who has particularly helped the society over the course of the year, including the vicar
- Ticket price - needs to pay for the meal, service charge and the guest speaker's meal, plus a bit of extra leigh-way for any unexpected expenditure. This should also cover the costs of thank you cards/wine and raffle books
- Fundraising - The annual dinner is a great opportunity to raise funds for the society and maintenance of the bells: for the 70th and 71st annual dinners, we raised several hundred pounds by organising a raffle.

### **Managing church bookings**

The main secretary role is managing church bookings through the email. This includes both BUSCR bookings and responding to visiting band requests. All of these should be requested with the church by emailing the church Facilities and Hospitalitys Manager, Isaac Allen ([isaac.allen@edgbaston.church](mailto:isaac.allen@edgbaston.church)). It is important to keep the Google Calendar updated when making requests - if a booking is pending approval, add it as "requested."

The current agreement with the church is a maximum of 3 ringing sessions per week, including both BUSCR bookings and visiting band bookings (see committee meeting notes [from Oct 2025](#)). Ensure any bookings adhere to this before requesting with the church.

We currently ring for significant services at the request of the church. Some examples of this include Mother's Day, Remembrance and Carol services. It is worth sending an email to the vicar ([charlie@edgbaston.church](mailto:charlie@edgbaston.church)) at the start of the term to confirm which services they would like ringing for in advance.

When arranging for visiting ringers to visit, it is important to make sure someone is able to let them into the church and lock up when they leave. The list of keyholders can be found [here](#) - this is especially important to consider over the summer.

## **Annual Newsletter**

The annual newsletter is to be sent out to all BUSCR members, past and present, at the end of the academic year. The [google contacts page](#) includes lists of current and past students. Make sure this is kept up to date, as it will also be important when sending out annual dinner invitations.

The main aim of the newsletter is to keep former members up to date with the society. For reference, a copy of the inaugural newsletter can be found [here](#). It should include contributions from several members in the society on a range of events from throughout the year, particularly including the Annual Dinner, outings and socials.

## **Tasks**

### **Miscellaneous**

- Keep up to date list of contact details for current and past BUSCR members
- Send out dinner invites
- Type up committee meeting notes
- Publish articles in the Ringing world
- Review SMG website for accuracy

### **Term 2 second half (Feb-Mar)**

- Make sure out-going secretary has written AGM minutes and added them to committee drive record folder, and SMG website

### **Easter Holiday (Apr)**

- Manage visiting ringers' access to the church

### **Term 3 (May-Jun)**

- Submit notice to the Ringing World for A-level results day
- Produce annual newsletter to be published at the end of term

### **Summer (Jun-Sep)**

- Manage visiting ringers' access to the church
- Send out dinner registration of interest form

### **Term 1 (Sep-Dec)**

- Find a venue for dinner
- Confirm menu choice for dinner

### **Christmas Holiday (Dec)**

- Send out dinner invite
- Organise dinner raffle
- Prepare dinner seating plan
- Organise or delegate ringing across the dinner weekend

### **Term 2 first half (Jan-Feb)**

- Write your report for AGM

# Steeple Keeper

## General

Responsible for the maintenance of the bells and the belfry. If something breaks (e.g. usually a stay) it's the Steeple Keeper's job to fix it and ensure the bells are safe before more ringing can be done.

### **Number one rule of steeple keeping:**

**Do not** go up the tower into the belfry alone, even if it's only something small. Always try to find someone else who can accompany you to the tower just in case anything goes wrong. Even if they just sit in the church while you're up the tower it's better than receiving an injury while you're up the tower with no one around to help you or who even knows where you are.

### **Carrying out work on the bells:**

The belfry can be a dangerous place if proper care isn't taken when working in and around it. Make sure everyone in the belfry is behaving sensibly.

In order to carry out work on some of the bells you have to walk in between them to get to the desired bell and sometimes stand in the 'pit' of the bell or even lie under the bell itself.

Because of this it's very important to notify the people in the ringing chamber when you or someone else is going up into the belfry because if someone in the ringing chamber starts ringing a bell up it could be extremely dangerous to the person in the belfry.

Furthermore, unless absolutely necessary, no work should be done on the bells while they are in the 'up' position, ring the bell down first (and any other nearby bells, if not all the bells to be safe) before any work is done on the bell.

Within the committee google drive there is a folder title 'Bell Maintenance' which contains all of the important steeple keeping related files and folders. Any new bell/steeple keeping related files should ideally be placed in this collective folder.

Within this folder there is a 'Steeple Keeping Diary'. This is where all of the work and actions done during a steeple keeping maintenance session should be recorded, along with the date and attendees (follow the format on the google doc). It's important to fill in the diary (ideally on the same day the actions were done so it's easier to remember everything) as it serves as a very useful history and reminder of what and when various repairs and actions took place.

Additionally within the bell maintenance folder are various records of stays (e.g. stay measurements, current stay health, spare stay number and past stay purchases), ropes and other past steeple keeping repairs.

When carrying out a bell maintenance session, it's a requirement to have at least one person with you but ideally you want several people in order to be able to tackle several jobs at once and increase efficiency.

In order to get a group together to do this it's best to create a poll on the committee/society social media chat group with various dates which people can vote on based on their timetable and availability at the time (Wednesday afternoons are usually a good time as most lectures finish at 1pm).

### **List of common maintenance jobs that will need doing:**

#### **- Cleaning:**

It's an old, crumbly, dusty church tower so you can imagine there's going to be quite a lot of cleaning that needs to be done. This mainly involves hoovering (hoovers can be gotten from the church cleaning cupboard located on the right just before exiting the church's backdoor towards the church hall). There will also be an extension cable (either in the cleaning cupboard or in use in the church) which will need to be taken up the tower and secured at the top (usually done by wrapping/tying the cable around a bell frame).

When hoovering it's a good idea to start at the top and work down to avoid dropping dust on the parts of the tower you've already cleaned.

When cleaning in the belfry you will likely need to stand in the pit of a bell or lie under a bell in order to properly Hoover the floor and the corners of the room, where the dirt usually piles up the most.

#### **- Bell stay checks:**

Whenever you're up in the belfry, if you have the time, it's a good idea to briefly check all the stays and bells and just keep an eye open for anything that looks wrong/broken while carrying out other work. To quickly check a stay to test for damage a good shake of the stay can tell you a lot - if the stay is stiff and won't move that's a good sign and is likely because the stay is secured well into the headstock, the stay bolts are tight and there are no/no large cracks in the stay. If the stay feels loose or has a spongy feeling when shook, it could mean that either the stay bolts are loose (in which case tighten them and test the stay again) or that there may be a crack somewhere within the stay which is causing the slight movement when shook. If this happens it's best to take the stay out and give it a proper check (if you have the time) or at least make sure to make a note of it so you can warn people ringing it and ensure you check it asap.

#### **- Dangler checks:**

While checking the stay you should also check the dangle (the small red metal mechanism on the top of the stay) which can be done by flipping it backwards and forwards to check how smoothly it moves. It should be able to be flicked back and forth with relative ease and not require continuous force to move it while also not wobbling too much around the top of the stay. If it's too tight you will need to loosen the nut/bolt holding it in. If it's too loose, and the dangle moves significantly on top of the stay, you will need to tighten the nut or bolt.

### **How to order new stays:**

It is inevitable that at some point a stay will break/become cracked beyond safe use. When this happens you will need to replace it with a spare stay. This spare stay will then need replacing with a new spare (assuming there are now no or only 1 spares for that bell). This is best done as a bulk order (try and buy multiple stays at once to save on shipping and the

back-and-forth hassle of emails and price quotes etc).

Here's a list of the emails of the most common stay manufacturers to use:

office@taylorbells.co.uk

bells@whitesbellhangers.co.uk

sales@avonropes.co.uk

t.l.bservices@outlook.com

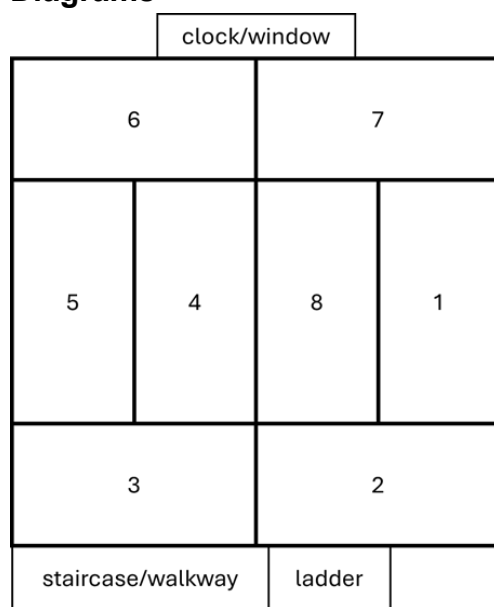
bells@nicholsonbellhangers.com

## Tasks

### Miscellaneous

- Checks on the bells should be done relatively regularly. Give each stay a shake to check whether it's loose and briefly checking the nuts and bolts, particularly on the stays, should be done every couple weeks or can quickly be done if you happen to be up the tower anyway for something else.
- Check to ensure the tower/belfry is properly sealed from the elements (no openings left open or holes in the walls/ceiling) as this could let damp as well as birds get in.
- Ensure that the tower door is properly locked after coming down and if you opened the trap door in the roof make sure it's closed before leaving.
- Make sure the rope for the 'spider' (the mechanism which holds the bell ropes up when they're not in use) is properly secured and padlocked and ensure all the lights for the church are off before leaving.

### Diagrams



**Term 2 second half (Feb-Mar)**

- Familiarise yourself with the committee google drive, your roles as steeple keeper as well as the church tower (middle room and belfry) and the bells

**Easter Holiday (Apr)**

- Ensure bells have been checked/a general maintenance session has been done before the holiday starts as visiting bands will likely ring at the church during this time.

**Term 3 (May-Jun)**

- A good idea to check the bells again after returning from the easter holiday to check for any damage before the first practice back.

**Summer (Jun-Sep)**

- It's a good idea to do a thorough check of the bells before leaving for the summer break as visiting bands will likely ring at the church during this time so it's important to ensure the bells are safe to ring beforehand.

**Term 1 (Sep-Dec)**

- It's important to do a thorough bell check at the start of each academic year. Any ringing done over the summer holidays may have caused damage that needs to be noted/repared before the recruitment of new society members during freshers' week of the new academic year.

**Christmas Holiday (Dec)**

- Similarly to the summer break, do a thorough check on the bells before leaving for the holiday and ensure the belfry is nicely sealed up (trap door is closed and any holes/openings are covered up) as the wet and cold weather could severely damage the bells.

**Term 2 first half (Jan-Feb)**

- Write your report for AGM

# Social Secretary

## General

Social sec is generally in charge of organising social events and managing the Instagram account, but the tasks and responsibilities can be quite broad.

### Instagram

The Instagram's main aim is NOT to show off “look what we do” to existing ringers: this is nice too, but doesn't help us. It is intended to be used for recruitment. Ringing terms, method names and acronyms mean nothing!

Aim for a story for every practice, a post for every social or outing and one at the end of every term.

### Ordering Merch

Each year new people will join the society and will inevitably yearn for BUSCR clothing. Currently our supplier is Yazzoo, which can be accessed here:

<https://personalised.clothing/buscr>

Individuals can order at any time but will have to pay for postage. If you email Yazzoo, they will arrange a bulk order: if more than 10 items are purchased, then they will do free shipping, all to one address. This is great if you have lots of people wanting to buy merch, but ensure there is enough interest before you set this up.

### Organising a social

- Find a date, time and place - use polls to gauge interest and availability before making concrete plans
- Consider cost - we're all students, mostly relying on government loans, and don't want anyone to feel excluded because of this
- Food and drink - are people bringing it themselves or are we providing it?
- Where - for a general social, it can be good to have a familiar venue, such as a committee member's house
- When planning socials, consider reading/exam weeks as fewer people are likely to be around.
- Take lots of photos/videos, and ask others to do so too. After the event collect these all in and upload them to a folder in the drive. These will be very useful when it comes to Instagram posts and creating recruitment materials come September.

### Cake Rota

The cake rota is a great way to bring the social side of ringing together. It also serves as a very useful break in between ringing. The main task for this is finding a different person to bake every week. This can be done through a [shared spreadsheet](#), allowing people to put themselves on the rota. Entice prospective bakers with an award for best baker at end of each semester (such prestigious prizes such as broken stays have been used).

Important:

- Make sure to check with the person who is baking by at least the Wednesday before the practice. People will often put themselves on the rota and just forget, so this gives just enough time to find someone else if necessary

## **Recruitment**

When it comes to recruitment, flyers need to be designed and printed. We gave out around 1500 so potentially order about that (we ordered from instantprint). Book church for taster sessions (ideally 2 a week) for freshers and the next week (or after), and put those dates and times on the leaflet.

Obtain banners (from Simon Linford) and set up a table with a stay, rope, hand bells, banners under the weird bridge between Poynting and Physics West UOB.

## **Tasks**

### **Miscellaneous**

- Organise social events, about once a half term
- Ideas: curry night, pub crawl, halloween quiz, pancake day, christmas party/meal, BBQ, ice skating, bowling, escape room
- Ensure cake rota filled, remind each baker the day before their bake

### **Term 2 second half (Feb-Mar)**

- Pancake social

### **Easter Holiday (Apr)**

- End of term post

### **Term 3 (May-Jun)**

- BBQ Social

### **Summer (Jun-Sep)**

- End of year post
- Design and print leaflets
- Promote taster sessions on the Instagram account
- Arrange socials to help with recruitment - meal out?

### **Term 1 (Sep-Dec)**

- Halloween Social (quiz night?)
- Christmas Social (meal and board games?)
- Organise secret santa

### **Christmas Holiday (Dec)**

- End of term post
- Help organise and promote the dinner

### **Term 2 first half (Jan-Feb)**

- Write your report for AGM

# All committee members

## Misc

- Order merch
- Steeple check
- Spring clean
  - Hoover ringing room, middle room, belfry, stairs
  - Dust ledges, frames, peal boards
- Organise ART course
  - Good income for tower and normally popular
- Check our [UniversityRinging.org](https://www.universityringing.org) entry is up to date
- [Recruitment guidance resources](#)