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| Position | AREA REPRESENTATIVE |
| Status | Board-appointed position |
| Accountability | The Board of Directors, through the Area Representatives Committee |
| Term | Three-year term. One-third of the terms end at the adjournment of each Annual Meeting |
| Appointment Process | Nominated by the Nominating Committee, appointed by the Board of Directors |
| General Duties | <ol style="list-style-type: none"> 1. Promote handbell/handchime ringing in their region. 2. Support the current ringing programs in their region, in whatever ways are helpful to those ringers. 3. Promote and support the creation of new handbell/handchime ringing programs in their region. 4. Be available, as a resource, to Members in their region. 5. Suggest, and assist with the implementation of, Guild initiatives which help further the aims of the Guild, and help strengthen the Guild as an organization that makes a positive difference in the handbell/handchime community in Ontario |
| Specific Duties | <ol style="list-style-type: none"> 1. Build relationships with Members in their region through: <ol style="list-style-type: none"> a. Direct contact—in person or by phone (twice a year). b. Indirect contact—monthly written communication to grow awareness of handbell/handchime ringing in their area. 2. Identify the needs and concerns of Members in their region. 3. Represent the interests, needs and concerns of the Members located in their region. 4. Organize events (workshops, mini-festivals, other educational and/or social events) within their region, which events address the needs and concerns of the Members in their regions. 5. Arrange notification of regional activities to the Newsletter Editor, for inclusion in the Guild’s publication(s). 6. Identify and nurture leadership within their regions, both general handbell/handchime leadership and Guild leadership. 7. Identify unused sets of bells in their region, and encourage/assist the owners of those sets in becoming active. 8. Identify and build relationships with potential Guild Members in their region, and promote the mission and activities of the Guild, and the benefits of Guild Membership, to those people. 9. Assist the Membership Secretary with Membership retention initiatives. 10. Recruit and support any local district coordinators within their region. 11. Serve as an ex-officio member of the Nominating Committee in the last year of their Area Representative term. 12. Report in writing to each meeting of the Area Rep. Committee. 13. Perform other duties as the Board of Directors may assign from time to time. |
| Remuneration | The Area Representatives will serve without remuneration, provided that they |

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| | may be paid reasonable expenses incurred in the performance of their duties. |
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