

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"> <li>1. Promote handbell/handchime ringing in their region.</li> <li>2. Support the current ringing programs in their region, in whatever ways are helpful to those ringers.</li> <li>3. Promote and support the creation of new handbell/handchime ringing programs in their region.</li> <li>4. Be available, as a resource, to Members in their region.</li> <li>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</li> </ol>
Specific Duties	<ol style="list-style-type: none"> <li>1. Build relationships with Members in their region through: <ol style="list-style-type: none"> <li>a. Direct contact—in person or by phone (twice a year).</li> <li>b. Indirect contact—monthly written communication to grow awareness of handbell/handchime ringing in their area.</li> </ol> </li> <li>2. Identify the needs and concerns of Members in their region.</li> <li>3. Represent the interests, needs and concerns of the Members located in their region.</li> <li>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.</li> <li>5. Arrange notification of regional activities to the Newsletter Editor, for inclusion in the Guild’s publication(s).</li> <li>6. Identify and nurture leadership within their regions, both general handbell/handchime leadership and Guild leadership.</li> <li>7. Identify unused sets of bells in their region, and encourage/assist the owners of those sets in becoming active.</li> <li>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.</li> <li>9. Assist the Membership Secretary with Membership retention initiatives.</li> <li>10. Recruit and support any local district coordinators within their region.</li> <li>11. Serve as an ex-officio member of the Nominating Committee in the last year of their Area Representative term.</li> <li>12. Report in writing to each meeting of the Area Rep. Committee.</li> <li>13. Perform other duties as the Board of Directors may assign from time to time.</li> </ol>
Remuneration	The Area Representatives will serve without remuneration, provided that they

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