

## THE HANDBOOK

### WARDEN'S DUTIES

#### Roles and Responsibilities

To support the Chairman and Deputy Chairman and deputise when required.

#### Attendance at Meetings

**There is an expectation that Wardens attend all meetings unless through ill-health, work commitments or a legitimate reason. The Warden should arrange, if possible, for a Deputy Warden to attend in his/her place.**

**Apologies to be sent to the Secretary prior to the meeting when possible.**

**Attendance of at least half of all meetings throughout the year.**

- Members Meetings
- Wardens and Deputy Wardens Meetings
- Wardens Meetings when required.
- Trustees and Wardens Meetings

#### Attendance at Guild Days

- Welcome new members admitted to his/her Company and act as host for the occasion.
- Act as host for the guest speaker.
- Welcome members within their company who are in attendance.
- Act as an ambassador for the Freemen on Guild Days.
- Represent his/her Company meeting with guests.

Other roles may be assigned as requested.

#### Support the Chairman and Deputy Chairman

To assist in the organisation and management of the Freemen which may include the following tasks:

- Production of the Freemen Yearbook.
- Organisation of the Annual Dinner.
- Providing information to be placed on the website regarding their company's affairs.
- Deputise for the Chair or Deputy Chair at Wardens meetings.
- Representing the Freemen at public events and act as an ambassador as required.

#### Annual Distribution (Martinmas Guild Day)

Expected to ensure the timely and efficient 'Distribution' to your Company membership by:

- Receiving a cheque from the Chairman of the Wardens.
- Allocating the 'Distribution' as per established agreement/rules.
- Returning surplus monies together with the signed waivers to the Treasurer at the Trustees and Wardens Meeting in the new year.

**Maintain contact with Company Members**

Expected to maintain contact with Company Members by:

- Establishing initial contact with new members prior to Guild Day.
- Meet and greet new members prior to the start of the Guild Day.
- Liaising with the Membership Secretary and Secretary in relation to Company Members change of contact details or death.
- Providing Company information to be posted on the Freemen website.