

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.

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.