

Job Description – Insurance Secretary Guild of Devonshire Ringers

- 1) To be the contact between the Guild and the Insurer.
- 2) Arrange with the Guild Treasurer for a cheque to be drawn each year and pay the renewal and sending with a covering letter to the Insurer.
- 3) To be the first point of contact in the event of a Guild member or Tower contemplating claiming on the policy.
- 4) To liaise with the Insurer and the Claimant in the event a claim is submitted.
- 5) To respond to queries from Guild members and Towers regarding details of the Insurance held either by phone, email or letter.
- 6) To maintain records of correspondence between the Guild and the Insurer.
- 7) To look at other possible Insurers in the event the annual premium become higher than the Guild would find acceptable.