



TOWN CRIER

ABA Job Description

BASIC FUNCTION

This is a very important position within ABA and through dedication and discipline sets an historic example of the use of bells in early history. The Colonial attire and the ringing of the Town Crier Bell to announce ABA meetings preserve the history and tradition of the Town Crier function. The Town Crier represents the character of ABA to the outside world as (s)he makes their way about calling the convention to each session.

TOWN CRIER QUALIFICATIONS

1. Be able to represent ABA in the tradition of the Town Crier of the past.
2. Be able to portray the function of the Town Crier with enthusiasm while possessing dignity and poise.
3. Have the ability to work well with members while assisting the President to keep meetings on time.

CURRENT PROCEDURES

1. Design own Town Crier suit and keep it presentable.
2. Assist the Convention Coordinator and ABA President as requested.
3. Lead the chapter banners parade during opening ceremony.
4. Call convention members to meetings by ringing bell.
5. Ring bell at Moments of Remembrance.
6. Help keep things moving using bell as reminder for attention.
7. Act as a sounding board for problems at convention and bring to the attention of the appropriate person.
8. When requested, assist with lost and found, reporting, and/or presenting information at convention.
9. Make sure all requested people are seated at the head table for each meeting, lunch and dinner. The ABA President supplies the list.
10. Work with the President in presenting officers to and from the head table at the banquet.
11. Offer to function as honorary Town Crier, with suit, when visiting chapters of the ABA.
12. Promote ABA by providing information and/or speak while wearing Town Crier suit.



Town Crier

(Reviewed March 2023)

All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

Complete and return by email the Discussion Form sent to you by the Secretary no later than one month before convention.

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*sm must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.