



THE BELL TOWER COMMITTEE

ABA Job Description

BASIC FUNCTION

The *Bell Tower* Committee is responsible to ABA for all duties necessary to coordinate the printing, distribution, and storing of *The Bell Tower* editions and other related duties.

The *Bell Tower* Committee administers the Collins Memorial *Bell Tower* Fund, which honors the Collins family through contributions to the fund to help maintain and assure the continued excellence and perpetuation of future *Bell Tower* publications. (The administration of this fund was established by the Executive Board, on November 9, 1991).

Selections of Editor and Membership Coordinator positions will be made by The *Bell Tower* Committee for consideration and approval by the Executive Board.

The committee works closely with the Editor and Membership Coordinator to accomplish these tasks.

COMMITTEE QUALIFICATIONS

Not all members need all these skills at the beginning of their being on this committee. It is the desire to learn and function as a committee member that is most important. It is also expected that individual members may come to have their own area of expertise within the committee. The important thing is that the committee, as a whole, can function to perform the necessary tasks.

1. Computer experience and knowledge of computer equipment
2. Knowledge of policies, procedures, and history of ABA
3. Experience in working with printing and publishing companies
4. Ability to answer questions, inquiries, and requests accurately and promptly
5. Able to research and project ideas to best use funds to promote short and long range plans to keep *The Bell Tower* viable and to achieve the guidelines of the Collins Memorial *Bell Tower* Fund.
6. Work with other committees and ABA members to help implement marketing ideas for ABA membership growth.
7. Able to give the necessary amount of time and effort throughout the year when performing each specific duty
8. Be informed on postal requirements, both domestic and foreign
9. Adept at completing varied types of correspondence that meet the bylaws and rules of the ABA while maintaining the friendly aspects of the ABA



CURRENT PROCEDURES

General

1. The committee will meet, as necessary, at convention, by mail, email or other meetings to explore new ideas, and to determine solutions as necessary to maintain the continued publication of *The Bell Tower*.
2. The committee will review any problems that the Editor, Membership Coordinator or Advertising Coordinator may have and assist them in finding solutions.
3. Determine the number of *Bell Tower* issues to be published per year (and per issue)
4. By March 31st, furnish the treasurer with projected *Bell Tower* printing expenses, Editor's fee, *Bell Tower* Committee expenses, foreign mailing expenses, and Collins Memorial *Bell Tower* Fund expenses, for determining the ABA budget.
5. Determine advertising guidelines and costs for placing an ad in *The Bell Tower*.
6. Arranges for the storage of extra *Bell Tower* issues.
7. Arranges for a person to receive a backup copy of membership information from the Membership Coordinator.

Working with the Printing Company

1. Work with printing company representative.
 - a. Determine number of *Bell Towers* to be printed
 - b. Check bimonthly invoices and record costs of separate items, including:
 - i. Number of pages in the *Bell Tower*, with cover.
 - ii. Number of copies of the *Bell Tower* printed.
 - iii. Number of copies and mailing cost of the *Bell Tower* sent by bulk mail.
 - iv. Number of copies and mailing cost of the *Bell Tower* sent by First Class mail to US and Foreign addresses
 - v. Cost of inserts and special pages (may be funded from other sources).
 - vi. Cost of printing, exclusive of items 3-5 above.
 - c. Check all invoice costs and discuss with printing company representative if difference is great from previous invoice.
2. Bimonthly, send to the Treasurer approval of payment of printer's invoice and Editor's fee.
3. The current printer is Sundance Press, P.O. Box 26605, Tucson AZ 85726. 800-528-4827. Present Customer Service Representatives are readily available and are very easy to work with.

Inquiry Packets for Prospective Members

1. Mail packet of material in response to inquiries from prospective members. Usually, the inquiry will come from the Membership Coordinator, Website Coordinator, Membership Expansion Committee, and other members. Material in packets may include:
 - a. Sample *Bell Tower* - a recent issue and, if possible, one with information on the type of bell the inquirer collects, if known
 - b. Website information
 - c. Membership application and promotion pamphlet
 - d. Advertising information if interested in placing an ad
 - e. Refer to the Historian if information on a specific bell if requested
2. Keep detailed record for the ABA Treasurer of the cost of all inquiry packets sent. This includes cost of copies made, mailing envelopes, postage, etc.
3. Packets should be sent as soon as practical after receipt of inquiry.



Additional Correspondence

1. Keep detailed record for the ABA Treasurer of all miscellaneous mailings. The record should list the reason for the mailing.
2. Keep detailed record for the ABA Treasurer of the cost of all *Bell Tower* returns from the postal service. New addresses need to be sent to the Membership Coordinator.
3. Respond to letters requesting \$4.00 ABA membership as printed on Sarna tags that give incorrect information. (See page 8)
4. Answer requests for additional copies of *The Bell Tower*. Refer person to the Historian to answer requests on specific types of bells, history, etc. Provide location of ABA Chapters and their Chairs (refer to the website if needed)
5. Send all checks to the ABA Treasurer.

Collins Memorial Bell Tower Fund

1. Committee manages and determines usage of the Collins Memorial *Bell Tower* Fund.
2. Records of all contributors to this fund shall be kept and timely acknowledgment of gifts shall be made by the members selected as Coordinators of the Fund (See page 8)
3. The Coordinator shall prepare a monthly report of contributions received. The contributions and a copy of the report shall be sent to the ABA Treasurer. The ABA Treasurer shall deposit all contributions in the Collins Memorial *Bell Tower* account.
4. The Treasurer will keep records of the total amount received for the Collins Memorial *Bell Tower* Fund for report to the Membership.

Equipment and Property

1. Committee discusses Membership Coordinator's and Editor's equipment needs. A committee member researches any requirements and recommends equipment purchases while working with the Membership Coordinator and Editor. Approve purchase of any equipment to be used by the Membership Coordinator and/or Editor.
2. A designated member of The *Bell Tower* Committee keeps a quarterly duplicate membership database disk, furnished by the Membership Coordinator.
3. Committee evaluates Membership Coordinator duties and performance annually.
4. Selection of a new Membership Coordinator and/or Editor shall be in accordance with the ABA Bylaws.
5. Mail *Bell Towers* to new members that did not get on the database as requested by the Membership Coordinator.
6. Receive budget request of Membership Coordinator in March.

Expenses

All committee members send their expenses to the Committee Chair. The chair will, periodically, arrange to have expenses sent to the ABA Treasurer for each item related to *The Bell Tower* Committee.

1. Editor's expenses, supplies (annually)
2. Foreign mailings
3. Editor's convention registration – this has been changed to an ABA expense
4. Editor's fee (bimonthly)
5. Cost of mailing replacement *Bell Towers*, inquiries and related correspondence, including copies, mailing envelopes, telephone, etc.
6. Miscellaneous expenses
7. Collins Memorial *Bell Tower* Fund
8. Pictures for *Bell Tower* articles
9. The *Bell Tower* Committee expenses, postage, telephone, copies, etc.
10. Income received for postage/handling for sending *Bell Towers*, etc.



Editor (also see Page 2)

1. Committee assists Editor on the printing of *The Bell Tower*, if requested.
2. Committee may assist by requesting color picture or negatives of specific bells from members who do quality photography and have bells suitable for pictures.
3. Collect variety of color pictures for future *Bell Towers*.
4. Ask members who send pictures to also send a description of the bell(s). Research bells for more information if that supplied is insufficient. Pictures should be three and one half inches by five inches for the color pages.
5. Editor assigns page numbers for text and bell pictures.

Membership Coordinator (also see Page 2)

Advertising Coordinator

Qualifications:

1. Is a member of ABA
2. Has knowledge in advertising and ability to assist advertisers in general format of ads, etc.
3. Has computer knowledge and equipment compatible with the *Bell Tower* Editor.

Current Procedures:

1. Maintains close contact with the *Bell Tower* Editor before each issue and whenever necessary
2. Responds to letters or calls requesting advertising information.
3. Works with prospective advertisers in placing advertisements, help setting up camera ready format.
4. Sends ads to Editor by deadlines
5. All checks received will be made payable to ABA and are forwarded to the ABA Treasurer for deposit after each issue's deadline.
6. Maintains copy of ads on file for reference
7. Maintains records of advertisers and payments received

Membership Database Custodian

Membership Database Custodian is responsible to maintain a backup of the membership database which is originated by the Membership Coordinator

1. Quarterly, the Membership Coordinator will email the ABA membership database to the custodian
2. Upon receipt, the database is reviewed to ensure that there are no errors in the system. It is preserved for future use should the Membership Coordinator's system become corrupted or destroyed.
3. The database is maintained for 6 months. There will be 2 cycles of the database available for emergency use.
4. After 6 months, the oldest database is removed from the custodian's system and destroyed.

Storage of Excess *Bell Tower* magazines

1. *The Bell Tower* printer forwards excess copies for further distribution to a committee designated member.
2. *Bell Tower* magazines are mailed to members to replace missing or damaged copies. The cost is paid for from the *Bell Tower* Committee funds.
3. If members request extra copies, they reimburse the mailing costs to ABA through Copies Custodian.
4. The excess copies are maintained in a climate-controlled environment for one year.
5. After being stored for one year, the excess magazines are shredded and disposed of.
6. The custodian of the magazines documents any costs involved and is reimbursed by the ABA Treasurer.



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 when requested.

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.

Attachments:

Collins Memorial Letter Samples (Page 6)

Membership Inquiry Response Letter (Page 7)

Bell Tower Advertising Cost/Guidelines (Page 8)



Acknowledgment to contributor of a memorial gift to the Collins Memorial Bell Tower Fund

Dear _____,

On behalf of The America Bell Association International, Inc. we wish to acknowledge and express our appreciation to you for your contribution to the Collins Memorial *Bell Tower* Fund in memory of _____.

Your support of The *Bell Tower* through this contribution to the Collins Memorial *Bell Tower* Fund will help to ensure the continued excellence and perpetuation of The *Bell Tower* as we further bell education and the love of bells through our bell magazine which was produced by the Collins family for so many years.

Sincerely yours,

The Bell Tower Committee



Notice to family of memorial gift given to Collins Memorial Bell Tower Fund

Dear _____,

On behalf of The America Bell Association International, Inc. we wish to inform you that _____ has/have made a contribution to the Collins Memorial *Bell Tower* Fund in memory of _____.

This contribution to the Collins Memorial *Bell Tower* Fund will help to ensure the continued excellence and perpetuation of The *Bell Tower* as we further bell education and the love of bells through our bell magazine which was produced by the Collins family for so many years.

Sincerely yours,

The Bell Tower Committee



Response to Membership requests that include 'old' dues.

Dear _____,

We have received your \$_____ check for membership in The American Bell Association International, Inc. We are pleased that you are interested in joining our bell collector's organization. However, your check is being returned as the dues are now \$____.00 a year.

Our *Bell Tower* magazine has become a professional full-color publication that includes information on bells of all types, pictures, and information about ABA. It is published bi-monthly and the dues cover the cost of printing and mailing in the United States. There is additional cost for other countries. We have local chapters which meet in many locations throughout the U.S.A. and abroad. In addition, an annual convention is held in June or July. We hope you will decide to join our organization. An application form is enclosed. We look forward to hearing from you.

Sincerely yours,

The Bell Tower Committee



Acknowledgment to contributor to Collins Memorial Bell Tower Fund

Dear _____,

On behalf of The America Bell Association International, Inc. we wish to acknowledge and express our appreciation to you for your contribution to the Collins Memorial *Bell Tower* Fund. Your support of The *Bell Tower* through this contribution to the Collins Memorial *Bell Tower* Fund will help to ensure the continued excellence and perpetuation of The *Bell Tower* as we further bell education and the love of bells through our bell magazine which was produced by the Collins family for so many years.

Sincerely yours,

The Bell Tower Committee



The Bell Tower Committee

Revised April 2025

The American Bell Association
ABA Membership Coordinator
11748 N Via De La Verbenita
Oro Valley AZ 85737-7293

Dear _____,

We are pleased to provide information about The American Bell Association International, Inc.

Our association is made up of friendly people who enjoy bells, bell collecting, and bell history. Our interests range from sleigh bells, bronze bells, horse bells, camel bells, elephant bells, tap bells, glass and porcelain bells, oriental bells, antique bells, church bells, railroad bells, collectibles, and contemporary bells.

Our association was organized in the 1940's and is a non-profit organization of members in the United States, Canada, and many international countries. There are local bell chapters in many of these areas.

We hold an annual convention, featuring interesting speakers, bell forums, carillons, bell sales, and other interesting bell activities.

The *Bell Tower*, our official 44 page bi-monthly publication, is filled with informative bell articles and pictures. A copy is enclosed.

Our membership dues, which include The *Bell Tower*, are \$50.00 for a family in the United States. Because of higher mailing costs additional amounts will apply for the following:

First Class U.S. - \$16.00
Canada - \$12.00
Other countries - \$24.00

If I can furnish more information or answer any questions, please contact me. Enclosed is a membership form for you to join the American Bell Association.

We look forward to hearing from you.

Sincerely yours,

Bell Tower Committee



Advertising Cost/Guidelines

ISSUE

- Jan-Feb, mailed Feb. 1st
- Mar-Apr, mailed Apr. 1st
- May-Jun, mailed June 1st
- Jul-Aug, mailed Aug. 1st
- Sep-Oct, mailed Oct. 1st
- Nov-Dec, mailed Dec. 1st

AD DEADLINE

- December 10th
- February 10th
- April 10th
- June 10th
- August 10th
- October 10th

SIZE

- Black/white full page (7 1/2" wide x 10" long)
- Half page - horizontal (7 1/2" x 5")
- Half page - vertical (3 1/4" x 10")
- Quarter page (3 1/4" x 5")
- Eighth page (3 1/4" x 2 1/2")
- Classified, 3 lines only

COST PER ISSUE

- \$100.00
- 50.00
- 50.00
- 25.00
- 12.50
- 5.00

SPECIAL OFFER: ORDER SIX ISSUES (one ad), PAY FOR FIVE, AND GET SIXTH FREE!

These rates are for ABA members. Non-members add \$20.00 for each ad. Your ad **MUST** be camera-ready. The printing will be offset and here will be a one-time charge of \$7.50 for each picture. Glossy prints are acceptable. All items for sale must be bells or bell related material.

Your check for the cost of the advertising is to be made out to ABA and mailed, along with your advertisement request.

Send to: *Bell Tower* Advertising Chairman
ADDRESS

Your name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

The ABA acts solely as a listing agent, does not get involved in the actual transaction, or assume any responsibility for the context or the content of the listings.