

Normanhurst Public School Parent & Citizen Association

Band Sub-Committee

Roles and Responsibilities

Name

The Committee shall be known as the *Normanhurst Public School Parent & Citizen Association Band Sub-Committee*.

Aims

- To give all children at Normanhurst Public School the opportunity to read and play music in the relaxed company of their friends within a safe school environment
- To provide a structured and inclusive framework within a disciplined environment where children can learn music and play an instrument at their own level of competence
- To provide an integrated music program within the school offering including:
 - At least two bands for children in Years 3 to 6
 - Specialist ensemble groups for children (such as Strings Ensemble, Recorder Group, Year 6 Ensemble, etc) as deemed appropriate by the Sub-Committee and Musical Director from time-to-time
- To develop an understanding and appreciation of a wide range of musical styles
- To develop all bands and ensembles to a standard where they can be entered in competitions and represent Normanhurst Public School through planned public performances
- To promote musical confidence and pride in individual and group performance
- To guide members of the Band toward becoming competent musicians for the transition to high school bands
- To provide a high quality of musical leadership, guidance and mentoring for students
- The Sub-Committee must operate on a self-funding basis

Membership of the Sub-Committee

- a) The Sub-Committee shall consist of members provisionally elected annually at the Annual General Meeting (AGM) of the Band Sub-Committee. Provisionally elected members shall be confirmed as elected at the AGM of the P&C Association that is held after the Band Sub-Committee AGM.
- b) The Sub-Committee membership will, at least, consist of:
 - Band Chairperson
 - Band Treasurer
 - Band Secretary
 - Band Librarian
 - Band Roster Coordinator
 - Band Fundraising Coordinator
 - Band Instrument Coordinator
 - Band Camp Coordinator
- c) The Principal and/or their delegate shall be ex-officio member(s) of the Sub-Committee
- d) All Sub-Committee members must be financial members of the P&C Association

Duties of the Sub-Committee

- a) The Sub-Committee shall organise and control the full administration of the Band. However, the Sub-Committee shall be responsible in all its actions to the P&C Association which shall have the right to reorganise, disband or close the Sub-Committee, such decisions to be supported by majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the secretary of the P&C Association and must be signed by six (6) financial members of the P&C Association. Further such notice shall be circulated to all members of the P&C Association, to reach them at least seven (7) days in advance of the general or special meeting. As per the P&C Federation's procedure for reorganisation, disbandment and closure.
- b) The Sub-Committee shall present a report quarterly to the P&C Association
- c) The Band Treasurer or their representative must lodge quarterly with the Association's Treasurer a current financial statement to be presented at general meetings of the Association.

Meeting of the Sub-Committee

- a) The Sub-Committee shall ideally meet twice per term, with a minimum requirement of one meeting per term
- b) The quorum for all meetings shall be four (4) members of the Sub-Committee
- c) The Chairperson shall preside at all meetings except that, in the absence of the Chairperson, the Treasurer shall preside, and in the absence of both the Chairperson and Treasurer, the Sub-Committee shall elect a Chairperson for that meeting only.
- d) The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office, the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary. In the absence of the Secretary at a meeting, the Sub-Committee shall elect a Secretary for that meeting only.
- e) A special meeting may be summoned by the Band Chairperson on a written request signed by at least two (2) members of the Sub-Committee. Seven (7) days' notice of any such meeting, stating the business of the meeting, shall be given to all members of the Sub-Committee.

Funds

- a) All moneys received by the Sub-Committee shall be deposited in an account in the name of the Normanhurst P&C Association Band Committee.
- b) All accounts are to be paid by cheque or via online direct payment using the Normanhurst P&C Association Band Committee bank accounts. Cheques and online banking transactions are to be signed/authorised by any two (2) of the authorised Sub-Committee members as listed in the NPS Band Policy booklet.
- c) All income received by the Sub-Committee shall be given to:
 - 1) Payment of accounts presented by the Musical Director and other necessary staff.
 - 2) Maintenance and replacement of equipment and instruments, as deemed necessary by the Sub-Committee.
 - 3) The purchase of additional equipment or instruments for efficient running of the Band, as deemed necessary by the Sub-Committee.

- 4) Other activities or items deemed necessary by the Sub-Committee (e.g. Music, Camps, Concerts, Courses, Performances, Competitions, Band shirts, Stationery, Website maintenance and development, Membership of Band Associations).
 - 5) The general funds of the P&C Association, leaving at least \$5,000.00 in the Sub-Committee account(s) for the following quarter's expenses.
- d) Capital Purchases exceeding the value of \$10,000.00 in a financial year must secure prior approval of the P&C Association or its Executive Committee.

Operation Rules

- a) A stock take shall be effected at least once a year.
- b) All discounts, allowances, complimentary articles and the proceeds thereof from any supplier of goods and services, directly or indirectly, to the Band remain the sole property of the Sub-Committee and must be properly recorded and later accounted for at the time of stocktaking.

Contractors

- a) The Sub-Committee, in conjunction with the School Principal or their delegate, may appoint under contract a Musical Director and shall determine rates of remuneration and conditions of engagement and shall terminate such arrangements, as it sees fit, in consultation with the P&C Executive, provided that any applicable State or Federal award is adhered to.
- b) The Musical Director's contract must be witnessed by the School Principal, the P&C President and the Band Chairperson and a copy given to the P&C records.
- c) The Sub-Committee, may employ additional necessary staff to the Musical Director as deemed necessary, and shall determine rates of remuneration and conditions of engagement and shall terminate such arrangements, as it sees fit, provided that any applicable State or Federal award is adhered to.
- d) The Musical Director and any other necessary staff appointed shall be responsible to the Sub-Committee.

Insurance and WWCC

- a) The Sub-Committee shall ensure that Band activities are covered by public liability insurance held by the parent body (i.e. the P&C Association). The premium payable on any such policy or policies shall be charged to the parent body (i.e. the P&C Association).
- b) The Sub-Committee must assure that the Musical Director (contractor) and any other staff appointed has workers compensation insurance and the Working with Children Check, and be inducted with the school Work Health and Safety Induction program. The Sub-Committee shall hold at all times records of employed staff insurance and WWCC details.

Audit

The accounts of the Sub-Committee shall be subject to independent audit annually, and a copy of the audited accounts shall be submitted for the P&C records. This audit shall be organised and coordinated by the Sub-Committee, and copy lodged with the parent body (i.e. the P&C Association).

Policies

The Sub-Committee is responsible for developing policies and procedures for daily administration of the Band. These policies and procedures must adhere to the intent of this document, and conform to the P&C Rules.

Alterations

Any proposed alterations to these rules must be accepted by P&C Association members and Sub-Committee members at a general or special meeting of the P&C Association.

BAND CHAIRPERSON

Print Name:

Signature:

P&C ASSOCIATION PRESIDENT

Print Name:

Signature:

P&C ASSOCIATION SECRETARY

Print Name:

Signature: