



John Purchase Public School Parents' & Citizens' Association

"Participate and Communicate"

Band Sub Committee

Roles and Responsibilities of Members

The John Purchase Public School Band is operated by a sub committee of the John Purchase Public School Parents and Citizens' Association. The JPPS School Band is a service run in conjunction with and under the auspices of John Purchase Public School and is intended to be a non-profit, non-loss operation

The John Purchase Public School Band is managed by an elected Sub-Committee of the P&C and is therefore bound by the rules, constitution and directions of the Association.

The Band Sub-Committee consists of the following members:

- i) Convenor or chairperson
- ii) Minute Taker or Secretary
- iii) Treasurer (or the P&C treasurer in the absence of a Treasurer)
- iv) Up to three additional ordinary members of the Association

You must be a financial member of the P&C Association to be elected to the Band sub-committee. The general roles and responsibilities of each of these positions is described in the following text

Convenor

The head of the committee is the Convenor or Chairperson. This person holds the primary responsibility for:

- the running of the sub committee including organising and running sub committee meetings;
- handling and mediating communications between committee members;
- managing any issues relating to the band that falls within the sub-committees brief.
- liaising with the P&C Association Executive on all matters pertaining to the band
- presenting a monthly report at all P&C General meetings.
- being the primary contact person for the Band.
- Ensuring that the sub-committee adheres to all relevant Association rules as well as State and Federal laws that may apply.
- Act as a signatory for Band accounts
- liaising with the school in the organisation and scheduling of band activities

- primary organisation of all band activities including band rehearsals, eisteddfods, excursions, band workshops and the annual band camp.

It should be noted that in the past this role has been a shared role between two people. The most effective approach has been when one is able to undertake the face to face part of the role at the school. This has proved to be very effective and the P&C are open to this as a possible method of continuing to operate the sub committee. If a shared role is undertaken then one person should be elected as the primary chairperson.

Minute Taker

The Minute Taker is essentially fulfilling the role of a Secretary. The role of the minute taker is;

- to take down the minutes of sub committee meetings during meetings
- to write the minutes up after the meeting and to distribute the minutes to members of the committee for comment.
- To keep a record of all minutes both electronic and printed that are stored and accessible to all members if required.
- To keep a record of all official committee communications both written and electronic. In this regard all emails or official documents should be sent to the Minute Taker in order to allow this.

Treasurer

The position of Treasurer can be held either by a P&C member (referred to as the P&C Treasurers delegate) or by the P&C Treasurer. Irrespective of who holds the role the Treasurer is responsible for

- The overall monitoring and reporting of the Bands financial situation.
- To act as a signatory to the Band account
- To liaise with the P&C Treasurer (if a delegate is appointed)
- To help produce financial statements to be presented at Association general meetings as well as the end of year accounts for audit by the P&C Associations appointed auditor.
- To assist with a bookkeeper that may be employed by the P&C Association in the preparation of accounts.
- To help in the preparation and upkeep of budgets.
- The issuing of invoices to band parents for band fees and instrument hire.
- Ensuring that records of receipt of payment are kept and that outstanding payments are chased up.

Remaining members of the committee

The role of the remaining 3 members (usually referred to as the ordinary members because they hold no specific Association title) is to provide additional input and guidance into the operation of both enterprises and to ensure that all decisions taken are done so within the strictures of current legislation and the constitution and rules of the P&C Association. The sub committee may create specific roles and titles as it sees fit for these people. For the band committee in the past roles have been created for

- Music Librarian responsible for the purchase, copying and dissemination of sheet music

- Instrument Librarian responsible for maintaining the Bands instrument assets and dealing with the hiring of instruments to band members where required.
- Tutor Coordinator responsible for liaising with music tutors for workshops and band camp.