



BAND SUB-COMMITTEE RULES

1. INTRODUCTION

The Killarney Heights Public School Band is operated by a sub committee of the Killarney Heights Public School Parents and Citizens' Association.

The Sub-Committee shall be known formally as the Killarney Heights Public School Band Sub-Committee, herein referred to as the "Band Sub- Committee".

The KHPS School Band is a service run in conjunction with and under the auspices of Killarney Heights Public School Parents and Citizens' Association and is intended to be a non-profit, non-loss operation.

2. PHILOSOPHY

The Band Sub-Committee's primary aims are to:

- (a) encourage a greater appreciation of music within the whole school community.
- (b) promote expansion of the music program within the school, particularly in the learning of an instrument.
- (c) provide an opportunity for demonstrating excellence in performing arts
- (d) provide wider opportunities for performance both within the school and the wider community
- (e) provide an outlet for GATS students in Performing and Creative Arts
- (f) allow students to gain valuable experience in working together as a group and commitment to a long term goal
- (g) act as a joint venture for staff and parent cooperation with students in a new and unique way for the school community
- (h) provide opportunities for interaction with bands from other communities.

3. KHPS SCHOOL BAND SUB-COMMITTEE

The Killarney Heights Public School Band is managed by an elected Sub-Committee of the Killarney Heights Public School Parents & Citizens Association and is therefore bound by the rules, constitution and directions of the Association.

The Band Sub-Committee shall consist of the following members:

- i) Convenor
- ii) Minute Taker
- iii) Association Treasurer (or their delegate)
- iv) Up to three additional ordinary members of the Association

The following are also members of the Band Sub-Committee

- v) The Band Conductor (ex officio) without voting rights
- vi) School Principal or delegated representative (ex officio) with voting rights
- vii) Association President or their delegate, with voting rights

The role of convenor may be shared or split between two or three Association members provided one of the members takes on the role as the Band Sub-Committees chairperson

The position of Music Librarian and Instrument Librarian are to be filled from the three ordinary members of the Band Sub-Committee unless there are insufficient numbers of members to fill all positions. In this case the roles may be combined.

3.1 Election of Committee Members

- (i) Members of the Band Sub-Committee are elected from the financial members of the Association.
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- (ii) Elections are conducted at the Association Annual General Meeting held each year, where the nominee must be in attendance and at which time the roles of Convenor and Minute Taker must be filled, otherwise the Executive Committee shall appoint a member of the Executive Committee to serve in any of these two unfilled roles until such time as an Association Member is elected to such role at a General Meeting.

3.2 Sub-Committee Meetings

- (i) Band Sub-Committee meetings are closed meetings for members of the Band Sub-Committee, and may include in speakers invited by the Band Sub-Committee for the period of the meeting relevant to that speaker only.
- (ii) Band Sub-Committee meetings are to be held monthly during school term. The date and venue of each meeting is to be advised to members of the Band Sub-Committee with at least five (5) days notice.
- (iii) Sub-Committee meetings should be held in the week prior to any scheduled Association General meeting so that issues can be raised can provided as part of the Band committees report in time for such meetings, and minutes.
- (iv) Voting rights extend only to elected Band Sub-Committee Members who are also financial members of the Association.
- (v) The quorum for all meetings shall be five (5) elected Band Sub-Committee members including at least one member of the Convenor, Minute Taker, and Treasurer (or Treasurer's delegate).
- (vi) A special meeting may be called by at least two members of the Band Sub-Committee. seven (7) days notice of any such meeting, stating the business of the meeting, will be given to all members of the Band Sub-Committee.
- (vii) All meetings of the Band Sub-Committee must be minuted and those minutes stored in a secure location. A copy of the minutes of all Band Sub-Committee meetings is to be provided to Association Secretary (either in hard copy or by e-mail) within one week of a meeting being held.

3.3 Sub-Committee Meeting Order of Business

At all Band Sub-Committee meetings the order of business shall be:

- (a) Introductory remarks
- (b) New members
- (c) Attendance and Apologies
- (d) Acceptance of minutes of the previous meeting
- (e) Business arising from the minutes of the previous meeting
- (f) Correspondence
- (g) Convenors report
- (h) Treasurer's report
- (i) Band Directors report
- (j) Instrument Librarians report
- (k) Music Librarians report
- (l) General business
- (m) Close

3.4 Confidentiality

- (i) Members of the Band Sub-Committee must maintain confidentiality of information that relates to other members of the school community.
 - (ii) The Band Sub-Committee members are not permitted access to the personal details of enrolled children unless there is a specific minuted or procedural reason for doing so.
 - (iii) Information relating to the appointment or employment of staff is to be maintained as confidential and not for dissemination to any other person other than Band Sub-Committee or the Executive Committee.
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- (iv) The Band Sub-Committee shall comply with the Privacy Law and in particular the National Privacy Principles.

4. FINANCIAL POLICY

4.1 Funds

- (i) Any funds raised or handled by the Band Sub-Committee shall be for all purposes, funds of the Association (clause 13, Prescribed Constitution for Incorporated Associations)
- (ii) On an annual basis funds surplus to the proper operation of the School Band shall be deposited into the Association's general account leaving an operating budget.

4.2 Bank Accounts

- (i) All money received by the Band Sub-Committee shall be deposited in an account in the name of the committee.
- (ii) Account signatories for payments (electronic or otherwise) will consist of 4 delegated signatories one of which must be the Treasurer (or Treasurer's delegate) all of which must be members of either the Executive Committee.)
- (iv) Accounts cannot be paid electronically unless the electronic banking system being used supports a dual signatory approval method.

4.3 Expenditure

Expenditure by or on behalf of the Band Sub-Committee shall only be for the following purposes (if voted on by the sub committee members):

- (a) Instrument maintenance and replacement
- (b) The purchase of additional instruments and equipment for the efficient running of the School Band
- (c) The purchase of sheet music
- (d) The employment a Band Director
- (e) The payment of tutors for specific band workshops
- (f) The annual band camp but applied equitably across the years
- (g) The cost of transportation to and from performance venues
- (h) The cost of entry into band competitions or eisteddfods
- (i) Establishing a contingency for Long Services Leave accruals, and redundancy if required
- (j) Payments to the Association General fund.

4.4 Approval of the Association

- (i) The Band Sub-Committee (usually the Convenor) shall provide by the first General Meeting of the Association after the AGM a draft annual budget for the School Band (this may include expenditures proposed to occur over a period which is greater than one year) and shall provide a draft update to the budget in August of each year, and these draft budgets shall become the Band Sub-Committee's operating budget upon written confirmation by the Executive Committee.
 - (ii) Prior approval from the Association or Executive Committee must be secured for capital purchases not budgeted for and exceeding \$1,000.
 - (iii) The Band Sub-Committee shall not enter into any contract for the purchase of goods or services (excluding contracts of employment) for a period greater than 1 year without Executive Committee prior written approval.
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- (iv) Any expenditure on goods or services in excess of \$500 must be accompanied by 3 quotations (unless the Executive Committee shall agree to an alternative procurement process) which support the value for money represented by the proposed expenditure.
- (v) Approval from the Association must be sought before setting up any new bank account or electronic banking system

4.5 Audit

The accounts of the Band Committee will be audited annually as part of the audit of Association accounts.

The Association reserves the right to perform an audit of the Band Sub-Committee's accounts at any time provided sufficient notice is given for such an audit.

5. RECORD STORAGE AND HANDLING

5.1 Record Keeping

All financial and personal records of the Band Sub-Committee shall be kept and filed in a secure location.

The Band Sub-Committee shall ensure that the following minimum records are kept

- (a) Receipts for all purchases
- (b) Invoices for all services provided
- (c) ACMOS or other copyright documentation
- (d) Financial records including MYOB files

5.2 Archiving of Records

Financial records are required to be kept for a period of seven (7) years and to this end efforts must be taken to ensure that all records are kept for this minimum period of time.

5.3 Security and Backup of Computer Based Records

- (i) The security of any personal or financial data kept on computer by the Band Sub-Committee must be assured. A policy and practice of password protection of all data should be a minimum level of security.
- (ii) Any computer or computers used for financial and personal record processing and storage must be kept secure as best as possible from attack by electronic means by the use of appropriate security software and hardware.
- (iii) Physical access to a computer or computers used for financial and personal record keeping should be limited to authorized personnel only. No child, parent or unauthorized committee member should be able to gain access.
- (iv) At a minimum all access to personal or financial data shall be protected by password. All User names and passwords used by the Band Sub-Committee shall be given to the Secretary of the Association for safe keeping.
- (v) A suitable strategy for backup of computer based records shall be adopted. Such a strategy must consider both an onsite and offsite process that can cater for: data loss from hard drive or computer failure (onsite backup procedure) and data loss from theft or fire (offsite backup procedure). This procedure may be a part of a group strategy shared with other sub committees and the Association itself.
- (vi) Any backup device used should at a minimum provide password protection of the data contained on it.

6. REPORTING

- 6.1 The Band Sub-Committee will present a report to each general meeting of the Association. This report shall consist of:

- (i) a financial summary, stating the financial position of the Band Sub-Committee up to the last full calendar month;
- (ii) Details of changes in enrollments;
- (iii) Maintenance, instrument or equipment issues;
- (iv) Operational issues or changes;
- (v) Changes to staffing;
- (vi) Provide a review of recent events or upcoming events.

6.2 The Band Sub-Committee Treasurer will provide a written quarterly statement of finances at the first Association meeting of each school term.

6.3 The Executive Committee may request a statement of finances at any other time.

6.4 The Band Sub-Committee Convenor will provide a written annual report of the operation of the Band Sub-Committee at the Annual General Meeting of the Association. This report will include a full financial report for the previous year.

7. RESPONSIBILITIES OF THE BAND SUB-COMMITTEE

7.1 The Band Sub-Committee is directly responsible to the Association and where applicable Killarney Heights Public School for all its actions.

7.2 The Band Sub-Committee acknowledges that for all band activities the duty of care resides with Killarney Heights Public School and therefore the primary responsibility of the Band Sub-Committee is to ensure all band activities meet with the schools duty of care requirements.

7.3 The Band Sub-Committee cannot transfer duty of care to a committee member, parent, sibling or relative of any child.

7.4 The Band Sub-Committee has the following responsibilities to Killarney Heights Public School:

- (i) To ensure that the Principal or their delegated representative is informed and gives approval for all activities that involve the transport of band members to another venue either before, during or after school hours;
- (ii) To ensure that the Principal or their delegated representative is consulted on the dates and times for all band activities prior to the Band Sub-Committee booking or organizing such activities;
- (iii) Understand that any band activity conducted away from the school is covered under the Department of Education and Trainings Excursion Policy and therefore must meet specific requirements;
- (iv) That the Principal or their delegated representative is informed of any changes to school band rehearsal times;
- (v) Ensuring cooperation and open and timely communications with the Principal, having regard to the urgent nature of any circumstances, including prompt notification of all accident details and any other aspects which may have bearing upon the safety of any child or the School's duty of care.

7.5 The Band Sub-Committee will have the power to:

- (i) Form, rearrange or disband band groups as the need arises
 - (ii) Remove children from any band group for continued absence, failure to pay band fees or instrument hire or, for unsuitable behaviour.
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- (iii) Employ or dismiss the Band Director in the name of the Association, in consultation with the Executive Committee.
- (iv) Issue cheques in the name of the Association.
- (v) Purchase instruments, equipment or music
- (vi) Delegate to the Band Director, the musical direction of the school bands.
- (vii) Issue invoices and collect fees in relation to the band program
- (viii) Hire instruments to members of the bands.

7.6 The Band Sub-Committee, in consultation with the Killarney Heights Public School and the Band Director is responsible for:

- (i) Developing and implementing School Band policy
- (ii) Planning and implementation of Band Workshops
- (iii) Planning and implementation of the annual Band Camp
- (iv) Planning and implementation of competitions or eisteddfods
- (v) Planning and implementation of performances for the school
- (vi) Selection and placement of students into band groups

7.7 The Band Director is responsible for the following:

- (i) Direction of school band rehearsals
- (ii) Direction of school bands during band workshops, band camp, band competitions and eisteddfods, as well as school performances.
- (iii) Selection of appropriate musical pieces for each band group
- (iv) Monitoring of individual student performance
- (v) Notifying the Band Sub-Committee of any issues relating to the performance or behaviour of band members or issues relating to maintenance issues with instruments.
- (vi) Provide advice to the Band Sub-Committee on the structure and content of the band program.
- (vii) Giving prompt notification to the Band Sub-Committee of any time in which direction services cannot be provided.
- (viii) Carry out any other requirements as stipulated in the "Role of the Band Director" as laid out in the Killarney Heights Public School Band Handbook.

7.8 The Band Sub-Committee shall undertake a stock-take of instruments, music and equipment at the end of each term.

7.9 The Band Sub-Committee shall ensure that the Association has obtained worker's compensation insurance to cover all employees and that public liability insurance has also been obtained. The premium payable on any such policy shall be charged to the Band Sub-Committee funds.

8. RIGHTS OF THE ASSOCIATION

8.1 The Association shall have the right to reorganise, disband or close the Band Sub-Committee, such decisions to be supported by a majority vote at a general or special meeting of the Association called for that purpose.

8.2 Notice of Motion for action to reorganise, disband or close must be given to the Secretary of the Association and must be signed by six (6) financial members of the Association. Further, such notice shall be circularised to all members at least seven (7) days in advance of the general or special meeting.

9. ALTERATIONS

No alterations shall be made to these rules except at a general or special meeting of the Association.

SIGNED BY

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SUB-COMMITTEE CONVENOR

AUTHORISED BY

.....
ASSOCIATION PRESIDENT

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ASSOCIATION SECRETARY