

# City of Wollongong Brass Band

Incorporated



## By-Law No. 1

# Appointed & Operational Positions



President: William Short

Secretary: Lindsay Dunstan

Date: 23 March 2018

Date: 23 March 2018

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## Part 1 - Introduction

- 1.1 The **BAND** has a number of positions which are necessary to assist with the management and running of the Band. These positions may require special qualifications and/or experience.
- 1.2 In accordance with *Constitution Rule 3.9*, the Committee may appoint and terminate as required, suitable people for these positions.
- 1.3 Any **BAND** member (*Constitution Rule 2.2*) may hold more than one ordinary Committee and/or appointed/operational position.

## Part 2 - Appointed & Operational Positions

- 2.1 **Assistant Musical Director**
  - 2.1.1 The Committee may appoint Assistant Musical Directors as required.
  - 2.1.2 An Assistant Musical Director may stand in for a Musical Director when that person is unable to conduct a rehearsal and/or performance.
  - 2.1.3 An Assistant Musical Director will have the delegated powers and authority of a Musical Director when in charge of a rehearsal and/or performance.
  - 2.1.4 An Assistant Musical Director shall not be entitled to an Honorarium as a condition of that appointment, but may receive an apportioned Honorarium

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(*Clause 2.7.5*) at the discretion of the Committee when undertaking their role.

- 2.1.5 An Assistant Musical director shall be a Member of the Band in accordance with *Constitution Rule 2.2*, abide with the **BAND**'s Constitution and By-Laws, and must be compliant with 'Working with Children' requirements.

## 2.2 Band Sergeant

- 2.2.1 Shall be an Ordinary Committee person(s) (*Constitution Rule 3.2.5(a)(i)*) who will be responsible for dress and discipline of the Band during performances and rehearsals.
- 2.2.2 Will have control and authority over a band for all non-musical aspects of a rehearsal and/or rehearsal whenever that role is not undertaken by the Drum Major (*Clause 2.3*).

## 2.3 Drum Major

Shall be a suitably qualified and/or experienced person(s) appointed by the Committee who will;

- (a) assume the duties of the Band Sergeant (*Rule 4.3*), and,
- (b) be responsible for marching and drill practice, and,
- (c) have full control of the performing band when on, and for, the duration of a parade.

## 2.4 Instrument officer

- 2.4.1 Shall be an Ordinary Committee person(s) (*Constitution Rule 3.2.5(b)*) who reports to the Treasurer (*Constitution Rule 3.2.4 (h) (iii)*).
- 2.4.2 Will be responsible for the issue and return of instruments.
- 2.4.3 Will be responsible for recording the issue and return of instruments.
- 2.4.4 Will be responsible for repairs to **BAND** instruments.

## 2.5 Insurance Officer

- 2.5.1 The Insurance Officer will be the Vice President (*Constitution Rule 3.2.2(b)(ii)*) unless another suitably qualified and experienced member is appointed to this position by the Committee.
- 2.5.2 The Insurance Officer will be responsible for insurance generally, public liability insurance, buildings and contents insurance, together with insurance for other **BAND** instruments and equipment and assets (*Constitution Rule 6.9.1*).
- 2.5.3 The Insurance Officer will be responsible for processing and lodgement of all insurance claims on behalf of the **BAND**.

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## 2.6 Librarian

- 2.6.1 Shall be a suitably qualified and/or experienced person(s) appointed by the Committee who reports to the Treasurer (*Constitution Rule 3.2.4 (h) (iii)*).
- 2.6.2 Will be responsible for cataloguing and maintaining the music library of the **BAND**.
- 2.6.3 Will be the responsible person for purchasing sheet music for the **BAND**.

## 2.7 Musical Director

- 2.7.1 A Musical Director must be appointed by the Committee in accordance with *Constitution Rule 3.9*, and will be classed as an Honorary Member (*Constitution Rule 2.2.4*) for the duration of the appointment if the appointment is not an appointment from the members of the **BAND** and the Musical Director does not subsequently apply for membership of the **BAND** (*Constitution Rule 2.1*).
- 2.7.2 Any subsequent changes to the terms and conditions of a Musical Director's appointment may be amended by agreement at any stage and must be notified in writing, in accordance with *Constitution Rule 8.6*, at least fourteen (14) days prior to the change.
- 2.7.3 A Musical Director will be the responsible person for the selection, interpretation and programming of all music to be rehearsed and/or performed by their band. The music for contests and performances should mostly be based upon, and suitable for, the experience and ability of the majority of members in their band.
- 2.7.4 Musical rehearsals and performances will be under the control and direction of the Musical Director.
- 2.7.5 A Musical Director shall;
  - (a) make sufficient rehearsal time available for their Assistant Musical Director (*Clause 2.1*) to enable that person to maintain their skill level, and,
  - (b) encourage and mentor Trainee Musical directors and provide them with rehearsal time to enable that person to develop their skills.
  - (c) encourage and mentor their bands to achieve best performance by their band and best playing ability from their players.
- 2.7.6 A Musical Director may receive an Honorarium which will be determined by the Committee and may be payable in instalments. Honorariums may be apportioned to factor for planned leave of absences and long term absences due to illness and/or injury. Unpaid apportioned Honorariums during a Musical Director's non-attendance may be paid to a guest or assistant musical director.

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- 2.7.7 A Musical Director shall be required to undertake an annual performance appraisal with the Executive Committee.
- 2.7.8 Disputes arising from a Musical Director's terms and conditions of appointment must be managed in accordance with the Band's Dispute Resolution Process (*By-Law No. 5; Clauses 2.8 & 2.9*).
- 2.7.9 A Musical Director must be Working with Children compliant (*Constitution Rules 2.1.7, 2.3.1 & 8.1*), will be subject to the Band's Constitution and By-Laws, and must abide by the **BAND**'s Constitution and By-Laws.
- 2.7.10 A musical Director may attend a Committee Meeting.
- 2.7.11 A Musical Director shall have a vote equivalent to an Ordinary Committee Member at any **BAND** meeting that they attend (*Constitution Rule 5.2.3*).

## **2.8 Workplace Health & Safety**

The President (*Constitution Rule 3.2.1(c)*) will be the responsible person in the **BAND** for all workplace health and safety matters.

## **2.9 Publicity & Fund Raising Officer**

Shall be an Ordinary Committee person(s) (*Constitution Rule 3.2.5(c)*) Shall be an Ordinary Committee person(s) (*Constitution Rule 3.2.5(b)*) who reports to the Treasurer and will be responsible for;

- (a) publicity for the **BAND**, and/or,
- (b) co-ordinating fundraising for the **BAND**, an/or,
- (c) sponsorship of the **BAND**.

## **2.10 Social & Welfare Officer**

Shall be the President (*Constitution Rule 3.2.1(c)*), unless a suitably qualified and/or experienced member is appointed by the committee, and will be responsible for all welfare and social aspects of the **BAND**.

## **2.11 Stage/Event Manager**

Shall be an ordinary Committee person(s) (*Constitution Rule 3.2.5(a)(i)*) who will be responsible for management of an event including;

- (a) publicity, and,
- (b) venue bookings, and,
- (c) ticketing, and,
- (d) volunteers for door ticket sales, raffle ticket sellers and catering, and,
- (e) equipment transfers.

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## 2.12 Uniform officer

- 2.12.1 Shall be an Ordinary Committee person(s) (*Constitution Rule 3.2.5(b)*) who reports to the Treasurer (*Constitution Rule 3.2.4 (h) (iii)*).
- 2.12.2 Will be responsible for the issue and return of uniforms.
- 2.12.3 Will be responsible for recording the issue and return of uniforms.
- 2.12.4 will not be responsible for, but shall assist with, the recovery of non-returned uniforms.
- 2.12.5 Will be responsible for repairs to **BAND** uniforms.

## 2.13 Electronic Systems Administrator

- 2.13.1 Shall be a suitably qualified and/or experienced person(s) appointed by the Committee who will be the responsible person for overseeing the person(s) responsible for overseeing the following areas associated with the electronic footprint of the **BAND**:
- (a) Data Storage medium(s) and associated maintenance mechanism(s) for electronic records, and,
  - (b) Internet service provider and domain, and,
  - (c) Website, and,
  - (c) Social Media presence, and,
  - (d) Security and access.
  - (e) Process, Procedures and User documentation
- 2.13.2 The Electronic Systems Administrator may be directly responsible for any of the areas listed in *Clause 2.13.1*.
- 2.13.2 The person(s) responsible for any area that the Electronic Systems Administrator is not directly responsible for shall be delegated by the Committee in consultation with the Electronic Systems Administrator. This person(s) will report to and/or coordinate with the Electronic Systems Administrator.
- 2.13.3 The Electronic Systems Administrator will also:
- (a) Provide a status report to the committee on a regular and defined basis,
  - (b) Provide support to the person in an operational position responsible for updating electronic records, and
  - (c) Receive direction and details from the committee regarding the content associated with the Website and Social media presence of COWBB Inc.

## 2.14 Child Protection Coordinator

Shall be a suitably qualified and/or experienced person appointed by the Committee in accordance with *Constitution Rule 8.2*.

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## Part 3 - Definitions

<b>BAND</b>	City of Wollongong Brass Band Incorporated which is the registered association in accordance with the Associations Act, 2009.
Association	Is a definition from the Associations Act, 2009, and means an association registered under the Associations Act, 2009. There is no reference to the Band Association of NSW.
Clause	A particular and separate paragraph, point, rule, subsection.
Committee	In relation to an association, means the governing body of the association, however described.
Committee Member	A member of the Committee.
Register of Committee Members	In relation to an association, means the register of committee members kept by the association for the purposes of section 29 of the Associations Incorporation Act, 2009.

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