

Hornsby Heights Public School Parents & Citizens' Association

Band Sub-Committee Terms of Reference

1. Purpose

The Band Program is an extra-curricula activity for students in Years Tree to Six. The program encourages children to develop a broad appreciation of music and assists students to develop coordination and social skills and to build confidence and self-esteem. In particular the sub-committee shall provide a high-quality, low-cost avenue for musical study and performance through:

- establishing appropriate bands and/or ensembles to meet the needs and levels of skills of participating students;
- conducting assessments of interested students and advising them of their aptitude and appropriate instruments;
- liaising with and paying contract band director(s);
- coordinating band and sectional rehearsals outside school hours
- ensuring that attendance rolls are maintained and that a parent representative is in attendance at each such rehearsal;
- negotiating with the Principal for the allocation of school time for rehearsals, sectionals, and private tuition at the school by contract teachers;
- liaising with contract music teachers to provide private tuition at the school during school hours
- determining and collecting appropriate fees for tuition, band camps and instrument hire;
- identifying and/or organizing appropriate opportunities for student to compete or perform, including eisteddfods, school event and /or community events;
- subject to approval by the Association, purchasing appropriate instruments for donation to the school to augment or replace instruments in the school's collection;
- hiring out instruments to participating students;
- maintaining a register of school instruments;
- purchasing and maintaining appropriate band equipment and musical scores;
- coordinating the transport of students to performances and rehearsals by bus or private car;
- coordinating the transport of instruments and equipment to external rehearsals and performances;
- arranging for children to attend external musical workshops, when appropriate;
- providing tuition, attendance at band camps and/or instrument hire, as appropriate, in accordance with the Association's policy for the charitable provision of goods and services by sub-committees;
- undertaking associated administrative tasks and maintain accurate accounts;
- undertaking any other necessary activities consistent with the sub-committee's purpose

2. Membership

The sub-committee shall comprise interested members of the Association and other interested

members of the school community.

3. Meetings

The sub-committee shall elect a Chairperson and hold meetings as appropriate for the effective operation of the sub-committee.

4. Finances

4.1 Ownership of Funds

In accordance with the Association's constitution, any funds raised or handled by the sub-committee are legally funds of the Association.

4.2 Funds for Normal Operation

The sub-committee shall raise all funds necessary for its normal operation. The Association may provide additional funds for special projects.

4.3 Day-to-day Expenditure

The sub-committee has delegated authority to spend the following amounts per term as required for the day-to-day operation of the Band committee without reference to the Association:

Term One:	\$12,000
Term Two:	\$6,000
Term Three:	\$15,000
Term Four:	\$11,000

4.4 Additional Expenditure

Any expenditure beyond the amounts specified in 4.3, or on any purchase not consistent with the sub-committee's purpose, must have prior approval by a general meeting of the Association or, in the case of an emergency, by three members of the Executive Committee, subject to the sub-committee having raised adequate funds to cover the propose purchased.

4.1 Financial Management

The subcommittee shall comply with the 'Guidelines for Financial Management'.

5. Reporting to the Association

5.1 Representation on the Association

The sub-committee shall elect one of its members to represent it at meetings of the Association. The representative shall be a member of the Association.

5.2 Reporting to the Association

The sub-committee shall provide monthly financial report and an Annual Report to the Association's Annual General Meeting