

Denmead Brass - Role Descriptions

This document describes the main roles that are currently relevant to the organisation and day to day running of Denmead Brass. It is intended to be used by the bands current/ prospective Committee members and Musical Directors.

If needed multiple roles may be carried out by the same person.

The government's online tool: <https://www.gov.uk/find-out-dbs-check> has been used to decide which roles require the role-holder to undertake a DBS check.

The roles currently described in this document are as follows:

- 1. Trustees**
- 2. Executive Committee**
 - 2.1. Chair**
 - 2.2. Treasurer**
 - 2.3. Secretary**
- 3. Musical Directors**
 - 3.1. Main Band**
 - 3.2. Training Band**
- 4. Committee Members**
 - 4.1. Safeguarding Lead**
 - 4.2. Events Secretary:**
 - 4.3. Contest Secretary**
 - 4.4. Band Librarian:**
 - 4.5. Equipment Manager:**
 - 4.6. Marketing & Social Media**
 - 4.7. Training Band Representative**
 - 4.8. First Aider(s)**
 - 4.9. Health & Safety Co-ordinator**
 - 4.10. General Committee member**
- 5. Other Roles**
 - 5.1. Safeguarding Team Member**
 - 5.2. Logistics Manager**

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1.0 Trustees

The role of the Charities Trustees is governed by the Charity Commission, details of the role and the requirements for being a trustee can be viewed at.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/842041/CC3_may18.pdf

2.0 Executive Committee

2.1 Chair:

Overall

- Leading the committee and the organisation to enable it to fulfil its purpose.
- To ensure an effective relationship between:
 - the committee and the staff/volunteers
 - the committee and the external stakeholders/community
- Acting as a spokesperson and figurehead as appropriate.

Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate.
- Chair committee meetings ensuring:
- A balance is struck between timekeeping and space for discussions.
 - Business is dealt with and decisions are made.
 - The implementation of decisions is clearly assigned and monitored.
- Ensure adequate support arrangements are made for the staff/volunteers directly managed or reporting to the committee.
- Ensure that a successor is found before the term of office finishes.
- Be the main point of communication between the band and its members.
- To handle enquiries from potential new members
- To contact members who have not attended for several weeks and arrange for retrieval of instruments if necessary

Qualities

- A willingness to lead the organisation
- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.

2.2 Treasurer:

Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Specifically

- Liaise with committee and band members to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
 - Cheque signatories
 - Purchasing limits

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- o Purchasing systems
- o Petty cash/ float
- o Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.
- Ensure bands assets are appropriately insured
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
- Arrange collection of subscriptions from band members.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.

Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly

2.3 Secretary:

Overall

- To ensure that committee meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered.
- Keep membership records up-to-date (unless there is a membership secretary as well).
- Monitor committee member action points.

Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate.
 - o Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
 - o Drawing up agendas together with the Chair.
- Minute committee meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes.
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the treasurer.
- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.
- Make arrangements for any necessary reporting to be completed. For example, the annual report to members

Qualities

- To be organised and methodical
- Able to take good minutes.
- Able to keep accurate records.
- Has the relevant skills to organise a meeting well.

3.0 Musical Directors

3.1 Main Band MD

As this role involves external recruitment, a separate role description document has been produced.

3.2 Training Band MD

Overall

- To uphold the aims and objectives of the band as specified in the band constitution
- To help establish the musical direction of the training band
- To provide leadership and direction for training band members

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Specifically

- To encourage band members to develop the full range of their musical abilities
- To liaise with player reps and other committee members
- To give out announcements at each practice.
- To make recommendations for improving the training band and its assets

Qualities

- To be able to conduct and take charge of a band.
- Enthusiasm
- As this role may involve working children and vulnerable adults, DBS checks may be required.

4.0 Committee Members

4.1 Safeguarding Lead

Overall

- Ensuring the safety and wellbeing of the band's young people and vulnerable adults
- To be the point of contact for anyone in an organisation who is concerned about a child.
- Liaise with the county council LADO when necessary.
- Report to the bands' committee about safeguarding issues.

Specifically

- Safeguarding policies and procedures.
- Training and development of members of the Safeguarding Team.
- Receiving and where appropriate documenting concerns about a child.
- Reporting, storing and retaining child protection records following the organisation's policies and procedures
- To ensure membership forms are given to all new members; and ensure they are returned
- To keep accurate records of all members, including contact details
- To keep emergency contact details for each member

Qualities

- Need to attend NSCC/BBE approved Safeguarding training course.
- Able to prepare and maintain policies and procedures.
- Able to keep accurate records.
- Possesses tact, diplomacy.
- Understands confidentiality and responsibilities of a safeguarding lead.

4.2 Events Secretary

Overall

- To handle enquires about bookings
- To bring possible bookings to committee meetings
- To book venues for Band's own concerts
- Liaise with venues on Health and Safety Issues

Specifically

- Liaise with the chair to ensure there will be sufficient players to take booking.
- To send out booking forms and confirmation sheets as necessary.
- Liaise with the bands health and Safety Co-ordinator to ensure any necessary H&S actions are communicated to the band and members of the public.
- To communicate with organisations booking the band concerning parking, chairs, access etc
- To make sure bookings and arrangements are communicated to all participating members.
- Liaise with the bands treasurer to ensure any fees due are collected.

Qualities

- Able to keep accurate records.
- Good communication skills.

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4.3 Contest Secretary

Overall

- To identify and bring to the committee contests suitable for the band.
- To ensure all necessary criteria to enter individual contests are met.

Specifically

- To register band(s) with appropriate associations
- To register all contesting players with appropriate associations
- To complete and send all entry forms by due dates
- To collect signatures of all contesting players by due dates
- To ensure all players are available and able to travel to contest venue
- To organise players on contest day, ensuring all have registration cards; to be responsible for collecting cards after contest.
- To ensure attendance at draw for contest when necessary
- To sign for, and be responsible for, any trophies won,
- To collect provide adjudicators feedback to MD's and the band.

Qualities

- Able to keep accurate records.
- Good communication skills.

4.4 Band Librarian

Overall

- Maintain and manage the group's own music library
- Issue music to members at rehearsals and concerts

Specifically

- Liaison with the MD's in maintaining a clear system of music for packs, filing and storage
- Look after spare or unused music
- Co-ordinate the collection of music after a concert
- Return all music to the correct place and in a suitable condition
- Ensure all music is stored and kept in good condition
- Maintain an up to date list of all music, including loaned out and to whom.
- Report to the Committee as required

Qualities

- Able to keep accurate records.
- Experience with Spreadsheet software (Excel)

4.5 Equipment Manager

Overall

- Ensure that the physical assets of the band are properly maintained, protected and accounted for
- Ensure players sign for all instruments and equipment in their possession

Specifically

- Prepare instrument and equipment inventories including documentation
- Advise Committee of repairs and/or required maintenance that is required to be carried out
- Arrange for PAT testing of any electrical equipment owned by the band.
- Advise treasurer on value of instrument stock for insurance purposes.

Qualities

- Able to keep accurate records.

4.6 Marketing & Social Media

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Overall

- Develop the branding of the band
- Promote and publicise concerts in conjunction with the MD's musical ideas
- Attract new audiences and build a following both at concerts and online

Specifically

- Advertising the band should be of high quality and regular to remain prominent in the brass banding community. This should include:
 - o Website, as a main point of reference
 - o Social Media, for day to day interactions
 - o Sound Clips
 - o Concert flyers, Programmes
 - o Concert/Event Images and Player Profiles
 - o Press Releases
- Proactively seek new opportunities to publicise the band and its activities
- To develop and maintain a list of organisations and contacts for distribution of advertising materials
- To Report to main committee meetings

Qualities

- Enthusiasm.
- Good Interpersonal skills,
- A high level of organisation.
- Ability to produce professional level graphic design.
- Ability to capture the aesthetic vision of the MD.
- When producing documents that will be disseminated to the public it is essential that the marketing lead will have a high standard of written English and the discipline to proof read every document.

4.7 Training Band Representative

Overall

- To represent the training band at Committee meetings.
- To report committee decisions and outcomes to training band MD & members.

Specifically

- To assist the MD and Secretary with communications with the players in the training band.
- To get feedback from the players in your band to report back to the appropriate meeting (or MD if urgent).
- To assist the Membership Secretary by giving out all band letters, forms music, etc to all registered members

Qualities

- Enthusiasm
- Good Interpersonal skills

4.8 First Aider(s)

Overall

- Provide immediate help given to someone who is ill or injured.
- Making sure that the casualty and those around the casualty (including themselves) are safe.
- Manage minor injuries. For example, injuries such as minor burns, cuts and bruises.

Specifically

- Manage the incident and ensure the continuing safety of themselves, bystanders and the casualty
- Assess any casualties and discover the nature & cause of their injuries or illnesses
- Provide appropriate first aid treatment that they have been trained to do, and that is reasonable in the circumstances
- For serious injuries arrange for further medical help or other emergency services to attend.
- reassure the casualty while they are waiting for medical help to arrive, either by a doctor, a medical professional or going to hospital
- Prioritise casualty treatment based upon medical need
- If able, make notes and record observations of casualties, ideally monitoring Vital Signs, and SAMPLE information

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- Provide a handover when further medical help arrives
- Fill out any paperwork as required following the incident

Qualities

- To have a valid emergency at work first aid training (EFAW) certificate. The band's committee will arrange training if needed)
- Good Interpersonal skills

4.9 Health & Safety Co-ordinator

Overall

- To co-ordinate, support and advise the bands committee on all aspects of Health and Safety
- To establish, manage and monitor standards, processes, communications, training to ensure all responsibilities associated with Health and Safety within the band are adhered to.

Specifically

- Ensure safe storage of equipment in the band's storage facilities.
- Ensure a safe environment is maintained without risk to health.
- Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- Ensure the band meets its obligations in all areas pertaining to health and safety, including training and reporting.
- Ensure the completion and regular review of risk assessments for equipment and venues.
- Ensure that all accidents are documented, investigated and recommended improvements implemented.
- Ensure members are aware of their responsibilities.
- Ensure full and accurate health and safety and training records are maintained.
- Provide regular reports to the Band's Committee on relevant health and safety activities.

Qualities

- Able to keep accurate records.
- No formal training is required for this role.

4.10 General Committee Member

Overall

- Assume the responsibilities of and act as a committee member on behalf of the group

Specifically

- Attend committee meetings whenever possible
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group
- Represent and promote the group and its activities in a positive and appropriate manner

Qualities

- Enthusiasm

5.0 Other Roles

5.1 Safeguarding Team Member

Overall

- Ensuring the safety and wellbeing of the band's young people and vulnerable adults
- To be a point of contact for anyone in an organisation who is concerned about a child.
- Liaise with the safeguarding lead when necessary.
- Report to the bands' management committee about safeguarding issues.

Specifically

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- Safeguarding policies and procedures.
- Maintain up to date knowledge of safeguarding procedures.
- Receiving and where appropriate documenting concerns about a child.
- Reporting, storing and retaining child protection records following the organisation's policies and procedures.

Qualities

- Need to attend NSCC/BBE approved Safeguarding training course.
- Able to prepare and maintain policies and procedures.
- Able to keep accurate records.
- Possesses tact, diplomacy.
- Understand confidentiality and the responsibilities of a safeguarding team member

5.2 Logistics Manager

Overall

- General logistics organisation for events and functions e.g. concerts and contest

Specifically

- Arrange for safe transportation of equipment, for concerts, contests etc.
- Ensuring adequate help is available (help and assistance from members) when necessary to move equipment to concert venues etc
- Set up of contest and/or concert layouts

Qualities

- Good communication skills
- Enthusiasm
- Appropriate transport