



Gloucestershire Brass Band Association

Executive Committee Roles

Chairperson

- To ensure that the Association is run in accordance with the band constitution
- To ensure that the Association functions correctly and meets on at least three occasions including the AGM during year in office
- To ensure that an AGM is held annually, as soon as possible after the 1st March
- To chair main committee meetings, extraordinary general meetings and the AGM or arrange for a deputy to be available
- To coordinate activities and decision making of main committee members
- To carry out administrator duties as required by the constitution
- To represent the association at external functions

Vice-Chairperson

Supports the chair in their role as a representative of the association and stands in when the chair is unavailable.

Secretary

- To keep accurate contact details for association members
- To ensure that any information saved for association purposes is in accordance with GDPR and the associations privacy policy
- To maintain contact details, of all association executive committee members
- To take, maintain and distribute minutes of association committee meetings
- To deal with all correspondence arising from meetings etc. and general correspondence
- To book venues for events (e.g. meetings, association contests, etc)
- To contact, communicate and book any professionals required for association events (e.g. adjudicators, compere, etc)
- To communicate with treasurer to make sure all deposits and hire charges are paid on due dates
- To keep a record of names and telephone numbers of everyone who contacts the secretary
- To provide 21 days' notice to GBBA member bands of an AGM. The notice will specify date, time, and venue of the meeting
- To arrange and take minutes at AGM, giving enough notice in press, issue agendas and running order, ensure all amendments to constitution are done properly, print out amended constitutions and distribute to executive committee members
- To provide GBBA member bands with 14 clear days' notice for an EGM
- To assist in maintaining accurate information on the association website and social media networking sites



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Treasurer

- To collect subscriptions and other funds due / owed to the association
- To keep accurate accounts and records of all monies received and expended by the association
- To maintain a bank account and take responsibility of online banking
- To prepare annual accounts for auditing purposes by an auditor, appointed by the association
- To pay out expenses and honorariums
- To report to the band executive committee
- To arrange public liability cover for any association events undertaken
- To arrange insurance cover for any assets owned by the association

Safeguarding / Welfare Officer

- To act as a point of contact on all Safeguarding issues
- To maintain awareness of legislation relating to Safeguarding
- To ensure that the association comply with Brass Bands England (BBE) vulnerable persons policy and actively implement BandSafe procedures
- To maintain the association Safeguarding policy
- To ensure that all GBBA activities are conducted in a safe and secure environment
- To ensure that any performance licensing and BOPA issues are addressed prior to an association event
- To ensure that a government local authority is aware of a GBBA contest in their area, and has a copy of the BOPA
- To obtain, arrange and record DBS check results for GBBA committee members
- To advise on best practice, attending suitable training as required
- To encourage the association member bands to accept responsibility for the welfare of children/young people/vulnerable adults in their care
- To take swift appropriate action to all suspicions and allegations of poor practice or abuse

Communications Officer

- To update and maintain the band website, including posting regular updates to the website news and webpages with the most up to date information
- To maintain member band details
- To deal with any problems that may arise on the website
- To maintain a website calendar to advertise and promote member band concerts and engagements



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Contest Secretary

- To formalise with the executive committee contest dates and entrance costs
- To liaise with the secretary in the booking of the contest venue and facilities
- To carry out a risk assessment for the venue to prevent any accidents or injuries
- To liaise with the secretary in the booking of any professionals required for the contest (e.g. adjudicator, compere, etc)
- To liaise with the Secretary and communication officer to advertise and promote the event on the website and social media
- To assist the trophy officer to ensure that all awards are available on the day of the contest. Make sure any certificates are prepared and printed before the contest
- To organise, prepare, administrate, and manage the band contest entry procedure
- To make sure the contest rules are suitable and appropriate, publicised to perspective band entries
- To be the focal point for all communication between the association and bands
- To liaise with the Treasurer for band entry fees
- To liaise with the treasurer audience payment system (e.g. card machine, wristbands, etc)
- To liaise with the welfare officer to ensure that the necessary safeguarding procedures are being carried out for the contest (e.g. BOPA application)
- To ensure that any band contact information saved is in accordance with GDPR and the associations privacy policy
- To make sure a first aider is available on the contest day, along with a first aid kit and accident book
- To organise and co-ordinate with volunteer helpers. Communicate what their role will be
- To organise the hire of percussion and communicate to competing bands what is being provided for them to use
- To notify the BBP registry about the contest and obtain competing bands list of registered players, seven days before the contest
- To organise a program for the contest
- To co-ordinate with the adjudicator before the contest, including providing lists of all band music being performed
- To liaise with the compere, providing times, safety information, band order, etc
- To communicate with the adjudicator during the contest, providing all the necessary paperwork
- To co-ordinate any equipment requirements on the day (e.g. music stands adjudicator tent & lights, stand banners, signs, etc)
- To co-ordinate with all external services (photographer, catering, recording, trade stands, etc)



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Trophy Officer

- To act as the custodian for the association trophies
- To maintain an inventory of all association trophies (retired or otherwise)
- To maintain details of trophy winners and retain their information in a secure manner, compliant with GDPR and the association privacy policy
- To act as contact for returning trophies. To contact previous trophy winners in a timely manner to ensure all trophies are returned for the following years' contest
- Ensure all trophies are accounted for, clean and in good order, and on display at the contest

Committee Member

- To attend executive committee meetings
- To submit agenda items to committee secretary for meetings
- To review and approve minutes from committee meetings
- To assume responsibility for certain activities or projects as appropriate
- To communicate and keep member bands informed

West of England Brass Band Association (WEBBA) - Council Committee Representatives

Three executive committee members are elected at the AGM to join the Council of WEBBA:

- To assist with the organisation of the annual West of England Regional Finals of the National Brass Band Championships of Great Britain
- To help engage with the other councils, associations or bodies that govern other areas of the Amateur Brass Band Movement throughout the United Kingdom, constantly seeking to maintain and improve the standards of the Regional Finals

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