

The Royal Scottish Pipe Band Association

1. ROLE IDENTIFICATION	Role Title	Music Board Convener
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The Royal Scottish Pipe Band Association

ROLE PURPOSE

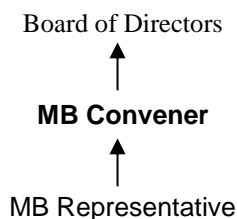
The **Articles of Association** of the RSPBA place an onus on the Association to:-

- i) create and maintain a bond of fellowship with all pipe band personnel
- ii) devise and operate a proper system of pipe band contest rules
- iii) organise and operate all the major pipe band championships held within the United Kingdom.

This post is established by article 2.17 subject to approval of the Board of Directors.

The Music Board shall be responsible to the Board of Directors for all matters (and complaints) pertaining to Music, Grading, Competition Format, Dress and Department of Band Members.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

Reporting to the Board of Directors, the key objectives of the role are:-

- Act as a Music Board Representative for their elected Branch.
 - Represent the views of the RSPBA membership within a Branch.
 - Act as an expert resource in relation to the Bands within a Branch.
- Convene all meetings of the Music Board.
- Report to the Board of Directors on Music Board activity.
- Attend meetings of the Music Board and ensure a minute of these meetings is available;
- Regularly report on the business and progress of any sub committee (group) established through the minutes to the Board of Directors.
- Prepare an annual prioritised operational plan, including proposed costs for the Music Board activities.
- Provide regular reports to the Board of Directors and the Music Board on the progress of the annual operational plan.
- Liaise with and contribute to the work of the Adjudicators Development Group in matters relating to competition format.
- Develop in conjunction with other members of the Music Board (particularly the convener of the Gratings Group) a strategy for grading bands.



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5. MAIN DUTIES/RESPONSIBILITIES

- Support the aims of the Association.
- Represent the views of the RSPBA membership within a Branch.
- Attend meetings of the Music Board and assign / action items ensuring details are recorded in the minute.
- Develop effective mechanisms for liaising with Music Board colleagues.
- Report Back to the Branch Music Board business, seeking support (positive and negative) on initiatives being progressed.
- Act as an expert resource in relation to the bands within in a Branch.
- Attend the Liaison Group Meetings with the Adjudicators Panel Management Board.
- Have regard to the rules on Registration, Band Membership, Contests while looking at competition format and adjudication requirements.
- Promote initiatives such as the World Solo Drumming Competition.
- Support the Music Board colleges who are elected (by colleagues) in the roles of :-
 - Administrator (Minutes Secretary)
 - Gratings Group Music Board Member
 - Tunes Group Music Board Member
- Convene all meetings of the Music Board.
- Report to the Board of Directors on Music Board activity.
- Regularly report on the business and progress of any sub committee (/ group) established through the minutes to the Board of Directors.
- Prepare an annual prioritised operational plan, including proposed costs for the Music Board activities / in conjunction with the CEO
- Provide regular reports to the Board of Directors and the Music Board on the progress of the annual operational plan.
- Liaise with and contribute to the work of the Adjudicators Development Group in matters relating to competition format.
- Develop in conjunction with other members of the Music Board (particularly the convener of the Gratings Group) a strategy for grading bands.
- Ensure relevant information is available on the RSPBA Web site.

6. COMMUNICATIONS AND RELATIONSHIPS

- Promote learning and personal development throughout the Association
- Liaise with and support members of the Music Board (and standing committees of the Association) in carrying out their individual responsibilities.
- Present good written and oral communication skills

7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO CARRY OUT ROLE

- Have an RSPBA / PDQB Certificate.
- Have the backing of the branch
- Experience of working with Committees and Volunteers



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8. SYSTEMS AND EQUIPMENT

Bag Pipes/Snare, Bass and Tenor Drums (Pipe Band Instruments)
Computer
Written Reports
Email

9. DEMANDS OF THE ROLE

Physical Demands:

Travel outside the conventional Monday to Friday 9 to 5 working pattern.
Attendance of Meetings and associated travel.
Noise Risks associated with the instruments used in a Pipe Band.

Mental Demands:

Flexible work pattern associated with an active volunteer can be expected.
Issues arising from MB Meetings and sub group activity are manageable and will require a methodical approach to planning and time management.

10. DECISIONS AND JUDGEMENTS

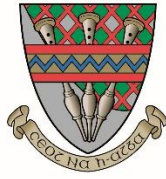
Must be a good team and individual player, be able to identify a problem and offer solutions (calling on others in the Music Board / Association as needed) to progress to a resolution or hand off to the appropriate department.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE ROLE

Communication and collaboration, working to tight deadlines for delivery of assigned tasks.

12. DURATION

The Post holders shall serve for a period to be agreed by their Branch subject to election by the Music Board Members approval by the BoD of no longer than three years.



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13. ROLE DESCRIPTION AGREEMENT

A separate role description will need to be signed off by each post holder to whom the role description applies.

Post Duration in Years	3 Years
Post Review Date	Date March 20xx
Role Holder's Signature:	Date:
CEO???? Signature:	Date:



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Person Specification

POST REF NO:

ROLE TITLE: RSPBA Pipe Band College Geographical Representative

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF EVALUATION
EXPERIENCE:	Have experience within a Pipe Band Environment.		
QUALIFICATIONS:	Hold an RSPBA / PDQB Certificate	Qualified to at least SCQF 6 in piping or drumming or equivalent.	
KNOWLEDGE & SKILLS:	A piper or drummer with knowledge of the capabilities of the Bands within the Branch they represent.	A piper or drummer of outstanding achievement and ability within a pipe band	
	Have an interest in representing the branch and contributing to RSPBA national initiatives	Has developed / delivered within a branch / band for the RSPBA.	
PERSONAL QUALITIES:	Must be supported by the Branch. Good interpersonal communication skills		
OTHER: (eg Ability to Travel)	Must be able to travel. Be able to attend Meetings in Glasgow and other locations as required	Have access to a car	