



Andover Town Band

Andover Town Band – Governance Structure

Andover Town Band is run by a committee - a group of committed people who care about their band and take responsibility for making things happen.

The Committee serves several different core functions and responsibilities:

1. Governance

- Authority/Discipline
- Decision-making
- Accountability

2. Research, coordination and administration

- Setting the budget
- Overseeing financial performance
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the band are managed
- Monitoring the band's performance and progress towards agreed targets
- Engaging with stakeholders
- Contributing to band self-evaluation

3. Establishing a strategic direction

- Setting and ensuring clarity of vision, values, and objectives for the band.
- Agreeing the band strategy with priorities and targets.
- Meeting the 'objects' as laid out in the band's constitution, as well as any other statutory duties and requirements of the Charity Commission/OSCR.
- Performance managing the band.

To be effective, a committee needs clear roles, duties/responsibilities and leadership.



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The Executive Committee: ATB Trustees

The Executive Committee is the band's accountable body. It is responsible for the overall conduct of the band, for setting the strategic direction of the band, and monitoring, reviewing and evaluating the band's aims. The exec committee is for the whole band family; we operate according to the policies and governance of the committee.

The Executive Committee sets the strategic direction of the band by:

- Setting the values, aims and objectives for the band
- Agreeing the policy framework for achieving those aims and objectives
- Setting targets
- Agreeing the band improvement strategy which includes approving the budget

It also challenges and supports the band by monitoring, reviewing and evaluating:

- Progress towards targets
- The implementation and effectiveness of the band improvement strategy
- The budget

ATB Executive Committee - Trustee Roles

Chair

The Chair is the figurehead for the group, who represents the band on an official basis; the person who unites the committee and who has an overview of all activity within the committee.

The main role of the Chair is to oversee the committee, and represent the band at external events.

Chair - Key Responsibilities:

- To ensure that the band is run in accordance with the band constitution
- To ensure that band committees function correctly and meet regularly
- To ensure that an AGM is held at least once a year
- 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 band at external functions



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Treasurer

The Treasurer looks after the band finances and advises the committee on what the band can buy. This includes including collecting fees from band members, repaying members who have bought things for the band and liaising with the YUSU Finance Office.

Treasurer – Key Responsibilities:

- To keep accurate accounts and records
- To prepare monthly balance accounts
- To prepare annual accounts for auditing purposes
- To collect subscriptions / pay out expenses
- To keep account of all monies raised
- To report to the band main committee

Secretary

The secretary deals with all internal and external correspondence and documentation for the band, including: Writing meeting minutes, responding to enquiries etc. As a signatory position, they sign finance forms and communicate with the treasurer to make sure finances are up-to-date.

Secretary – Key Responsibilities:

- To take, write up, print and distribute minutes of main committee meetings
- To book venues for meetings
- To deal with all correspondence arising from meetings etc. and general correspondence
- To ensure practice venues are available and arrange alternatives if necessary
- To book venues other events e.g. workshops
- To communicate with the treasurer to make sure all deposits and hire charges are paid on due dates.
- To keep copies of minutes and correspondence from sub-committees
- To keep on file at least one copy of all newsletters, concert programmes, posters, information sheets etc.
- To keep a file of useful information on products and services relating to Brass Bands
- To keep a record of names and telephone numbers of everyone who contacts the secretary
- To check and correct if necessary, entries for local publications.
- To arrange and take minutes at AGM, giving sufficient notice in press, issue agendas and running order, ensure all amendments to constitution are done properly, print out amended constitutions and distribute to committee members.



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Musical Director

The Musical Director delivers the aims of the band (through the day to day management of the band, and band improvement strategy,) and reports appropriately to the Executive Committee. He/she leads the band in rehearsals and concerts and also has the final say on the programme choice for events.

Musical Director – Key Responsibilities:

General -

- To uphold the aims and objectives of the band as specified in the band constitution

Leadership -

- To provide leadership and direction for band members
- To establish the musical direction of the band and its constituent groups
- To conduct band groups or arrange for others to conduct
- To encourage band members to develop the full range of their musical abilities

Practices/ attendance -

- To ensure that regular practices take place
- To monitor attendance at practices and engagements / contests
- To ensure that band members are arranged into groups appropriate to their abilities
- To ensure that adequate adult supervision is provided to all groups at all times

Communication -

- To liaise with player reps and other committee members
- To attend and report to band committee meetings

Assets -

- To purchase music and instruments as agreed with the band committee
- To make recommendations for improving the band and its assets
- To purchase new instruments and music in consultation with the treasurer and the band committee

Welfare Officer

The Welfare Officer will make sure that the band's Safeguarding, Equality & Diversity and Complaints policies and procedures are up to date and compliant with relevant legislation.

Welfare Officer – Key Responsibilities:

- To perform an annual online Disclosure and Barring Service (DBS) check on bandleaders, ideally in September each year



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These roles are the keystones of the committee. The Executive Committee is a corporate body, which means:

- No Executive Member can act on her/his own without proper authority from the full Executive Committee;
- All Executive Members carry equal responsibility for decisions made
- The overriding concern of all Executive Members has to be the welfare of the band as a whole.

For the Executive Committee to carry out their roles effectively, the personnel must be:

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the accountable body; and
- Willing and able to monitor and review their own performance.

ATB Non-Trustee Committee Roles

Vice-Chair

The Vice-Chair supports the Chair in their role as a representative of the group and stands in when the Chair is unavailable (this role could be combined with another Committee Role). The Chair may delegate certain tasks to the Vice-Chair.

Band Manager

The band Manager supports the Musical Director in ensuring logistical aspects are in place for rehearsals and concerts to take place

Band Manager – Key Responsibilities:

Band Assets -

- To keep an up-to-date inventory of all assets including instruments and music
- To ensure that all band assets are properly maintained and serviced
- To ensure that new members are provided with band instruments at the earliest opportunity
- To keep signed consent forms from players wishing to use band instruments for events other than ATB engagements

Health & Safety -

- To ensure that practices and performances are conducted in a safe and secure environment
- To make sure all rehearsal/concert venues and facilities are left in tidy and clean condition
- To ensure all players are able to travel to rehearsal/concert/contest venues
- To oversee the band's Health & Safety policy and Risk Assessments



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Contest Secretary

- 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 organise players on contest day, ensuring all have registration cards; to be responsible for collecting cards after contest.
- To attend draw for contest
- To sign for, and be responsible for, any trophies won
- To organise a hotel for contests (if required) and also rehearsal facilities at contest venues.

Concerts Manager

Liaises with concert venues and oversees arrangements to ensure that concerts run smoothly. The Concerts Manager should be responsible for risk assessments, ticketing and anything associated with event planning.

Librarian

The band librarian primarily organises, files, sorts and copies music from the band's music collection and ensures that everyone has the correct parts. They are also responsible for the band music folders, i.e. collecting them and taking them to and from band rehearsals.

Uniform Manager

- To keep uniform records on file
- To purchase new uniform stock
- Highlight the need for uniform collection from past members

Assistant Musical Director

- To uphold the aims and objectives of the band as specified in the band constitution
- To provide leadership and direction for band members
- To help establish the musical direction of the band and its constituent groups
- To conduct band groups and be able to take charge of a band
- To support and stand in for the Musical Director as requested
- To encourage band members to develop the full range of their musical abilities
- To make recommendations for improving the band and its assets



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Publicity Officer

The Publicity Officer after all promotional activities, such as: Posters, advertising, social media.

Publicity Officer – Key Responsibilities -

- To proactively seek opportunities to publicise the band and its activities
- To publicise band events and engagements through contact with local press and other media
- To write regular articles for inclusion in local publications e.g. Andover Advertiser
- To maintain a list of organisations and contacts for distribution of advertising materials
- To design concert posters, fliers and tickets
- To write concert programmes
- To report to main committee meetings
- To write a quarterly newsletter for members and FOB

Engagements Secretary

- To handle enquires about bookings
- To bring possible bookings to main committee meetings and ensure there will be sufficient players to take booking.
- To send out booking forms and confirmation sheets
- To communicate with organisations booking the band concerning parking, chairs, access etc
- To make sure bookings and arrangements are communicated to all participating members.

Membership Secretary/Coordinator

Separate to the Secretary and Treasurer, the Membership Secretary keeps a record of current membership details and may assist in the collection of membership subscriptions.

- To keep accurate records of all members
- To keep a contact list, in case of emergency
- To maintain contact details, of all band members
- To make sure all band letters, forms etc are given out to all registered members
- To pass on birthday dates to person responsible for card distribution
- To handle enquiries from potential new members



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- To keep the waiting list and communicate with appropriate bandleader of starting dates of new members.
- To give out registration forms to all new members; and ensure they are returned
- To contact members who have not attended for several weeks and retrieve instruments and uniform if necessary

Friends of the Band Coordinator

To manage the Friends of the Band (FoB) membership

YB/CB Player Rep

The 'Player Rep' passes information and comments from the membership up to the committee accordingly.

Parent/Supporter Rep

- To represent parents, families and supporters involved in the band at committee meetings.
- To help the band committee communicate effectively with parents, families and supporters.
- To get feedback from other parents/supporters and report back to the main committee meeting.

Fundraising Secretary

Separate to the Treasurer, they seek out funding opportunities and complete and submit funding applications.

- To co-ordinate fundraising events.
- To raise fundraising committee issues/ideas at Main committee meetings and vice versa.
- To keep track of important dates ie when grants need to be applied for or permits for collections etc.
- To arrange venues for fund-raising events.
- To identify when fundraising committee support is req'd by the band ie Band Concert raffles/refreshments and Band workshop tuck shop.
- To arrange production of publicity materials for fundraising events
- To bring fundraising events and arrangements to the attention of participating members.



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Social Secretary

The social secretary is the person who organises social events throughout the year, from the big annual events such as the Annual Dinner Dance down to the smaller events such as film and game nights. This includes events that traditionally happen every year and great new activities they come up with.

Webmaster

The role of webmaster is to update and maintain the band website, including posting regular updates to the website news and webpages with the most up to date information as well as maintaining player profiles and dealing with any problems that may arise on the website.

Chaperones

A chaperone is the key person who protects, safeguards and supports our young members at our events. They are the point of safety a child can turn to and rely on should the need arise. The chaperone has a major part to play in ensuring that the experience of the young members in their care is enjoyable and beneficial. At ATB we aim to have a number of Chaperones on our list that are rotated to share the load. The maximum ratio of Chaperone to child is 1-12 so we usually require 2 Chaperones per event. All of our Chaperones must be DBS checked.