**YOUTH PIPES AND DRUMS STEERING COMMITTEE - ROLES**

All these roles, apart from Chairperson, could be shared, with one person taking the lead (maybe for a year) then swapping with the other so that duties can be spread out. SSPDT will give support, and can network the committee with others who are managing established bands.

The piping and the drumming tutors should attend meetings, as required, to ensure good communications, therefore if meetings can be held on band practice night this makes linking with the tutors easier, and also enables parents to attend if they wish.

**Chairperson:**

* Chair regular (monthly) meetings ensuring that they are minuted.
* Take overall responsibility for the organisation’s activities, development and various functions including legal and financial obligations, fundraising, policies framework including safeguarding and data protection, the tuition programme, band development.
* Lead on creating charitable status if this is the route decided by the committee.

**Treasurer:**

* Set up and manage a dedicated bank account.
* Ensure transparent systems for financial processing.
* Record income and expenditure, and forecast income requirements so that the committee know what funds need to be raised in the future.
* Liaise with Fundraiser over donations and applications to funding organisations.
* Organise payments.
* Receive signed tutor expenses claims and timesheets from the Learning Coordinator and arrange timely payments.
* Report monthly to the committee.
* Organise the production of annual accounts that are carried out by an external organisation/ qualified individual.

**Secretary:**

* Organise committee meeting dates.
* Book meeting rooms.
* In advance of meetings, remind office holders to prepare relevant information.
* Organise the Agenda with the Chairperson.
* Share copies of papers before and at the meetings as required.
* Take meeting minutes – arrange review by Chairperson - and circulate to committee members.
* Receive and process correspondence.

**Fundraiser:**

This person plans and coordinates fundraising activities. S/he may not do all the fundraising themselves, but will coordinate, and generate activities where needed. SSPDT can help with this by providing links to funding databases and sharing news of how other committees are fundraising, and by linking the fundraiser to others who are doing similar things in other parts of Scotland.

* Research and plan a programme of fundraising applications to funders, sponsors and Trusts.
* Maintain a calendar of applications/ approaches, and record results.
* Record fundraising income and costs, and liaise with the Treasurer.
* Report back to funders and sponsors as required and ensure that sponsor benefits are delivered (e.g. acknowledgement on Facebook or branding on drums, or annual corporate performance).
* Monitor and/or organise fundraising events.
* Set up on-line fundraising opportunities e.g. BT Mydonate or crowd funding as required.
* Report to the management committee regularly.
* Link with other committees to share fundraising ideas and practice.

**Learning Coordinator:**

* Act as main committee contact for the tutors, both supporting them in their roles and monitoring performance.
* Review monthly updates from the tutors about pupil progress to include pupil numbers, age, stage, development, SQA qualifications, and location.
* Monitor tutor progress towards agreed outcomes e.g. first competition/ performance, number of players transitioning to pipes or drums and timeline (these will be outlined in the tutor letter of engagement).
* Ensure tutors report at least twice a year to parents/ pupils.
* Check and sign off tutor hours and expenses sheets on a monthly basis, and pass to the Treasurer for payment.
* Liaise with tutors, parents and teachers to gather annual feedback about the programme.

**Child Protection Officer:**

There will be a schools-based employee leading on Safeguarding and if there are any questions/ issues, this role-holder could liaise with them and with SSPDT. The Safeguarding Policy provides practical guidelines and a strong framework for safeguarding.

* Ensure that the programme operates safeguarding procedures, underpinned by the Safeguarding Policy and in collaboration with the schools.
* Update Safeguarding policy as required if new regulations or legislation arise.
* Ensure that appropriate disclosures are in place (the schools usually organise the tutors’ PVGs if required), and child protection training as appropriate.

**Band Manager:**This role will develop as the band takes shape. Responsibilities will include:

* Act as the main point of contact for parents for events.
* Keep up to date contact details of programme participants (pupils names, schools and classes, and parent/ guardian contacts) securely.
* Book transport and accommodation for pipe band events.
* Keep the calendar on the school website and/ or band website/ Facebook up to date with the details of all pipe band events so that parents can access this information when they need to.
* Ensure that parents are informed of details of pipe band activities.
* Draft standard information for risk assessments for pipe band trips for the Pipe Major (or nominated schools representative) to complete and sign off.

If the band starts to compete and becomes RSPBA registered, the Band Secretary will:

* Submit entry forms for competitions, apply for bus passes and tickets for competitions
* Submit RSPBA registration or transfer forms for players joining or leaving the band.

**Quartermaster:**

* Keep records of equipment/ instruments borrowed from the band.
* Ensure that families sign bagpipe loan agreements (samples supplied by SSDPT) so that bagpipes are well looked after whilst on loan.
* This person would organise t-shirts and hoodies if the committee decides to buy them.